

NFC

Procedures



National Finance Center
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Time Inquiry – Leave Update System (TINQ)

TITLE I
Payroll/Personnel Manual

CHAPTER 7
Time And Attendance Procedures

SECTION 4
Time Inquiry – Leave Update System (TINQ)

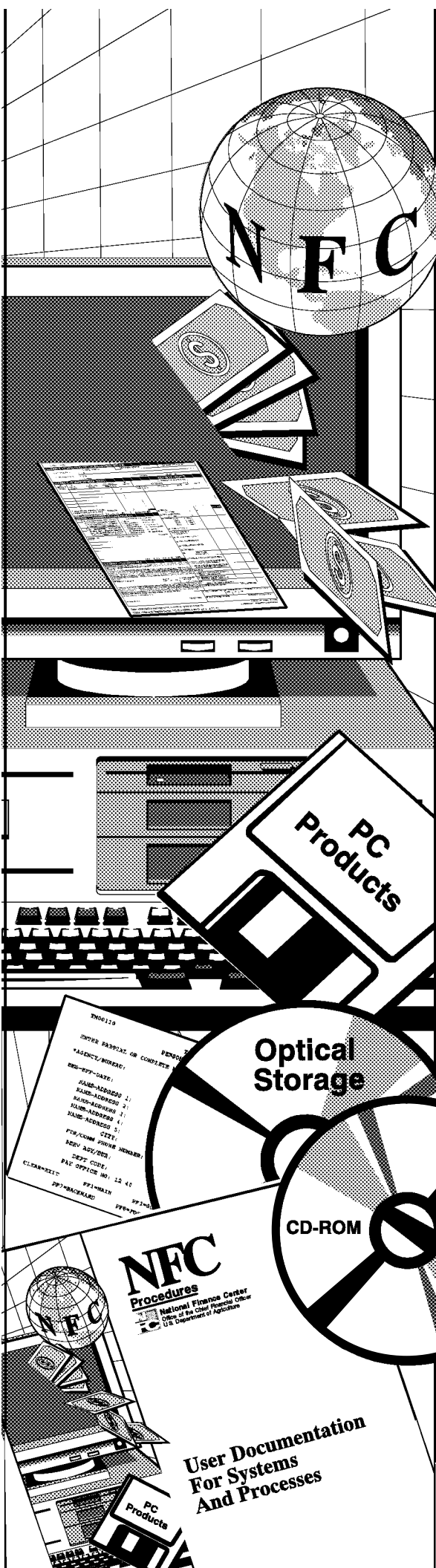


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(reserved)

About This Procedure

This procedure provides instructions for accessing and operating the Time Inquiry – Leave Update System (TINQ). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

TINQ Menu gives instructions for selecting options from the system's primary selection screen.

The **Appendix** section contains a list of the TINQ edit messages.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 7.1, 7.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

□ Messages displayed by the system are printed in *italics*. Example: The message *Delete Successful* is displayed.

□ Field specifications are also printed in *italics*. Example: *SSNO (required, numeric field; 9 positions)*. Key in the employee's social security number.

□ Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in **32**.

□ Emphasized text within a paragraph is printed in **bold**. Example: If PAYE **has not** run, corrections can be made **through the current pay period**.

□ Figure and appendix references link figures and appendixes with the text. These references are printed in a bold font as shown here. Example: The TINQ menu (**Figure 1**) is displayed.

□ References to sections within the procedure are printed in bold as shown here. Example: See **Compensatory Leave Adjustments** for examples of processing compensatory leave adjustments.

□ Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF6].

□ Optional actions at the end of a processing function are preceded by square bullets. Example:

- To exit the system, press [PF9].

□ Important extra information is identified as a note. Example: ¶**Note:** Enter only one code.¶

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

For questions about the system (including help with unusual conditions), contact Payroll/Personnel Operations personnel at **504-255-4PAY (504-255-4729)**.

For questions about processing, contact your agency AgPUG or CAPPS representative.

For questions about obtaining access authority, contact your agency Security Officer.

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System Overview

The Time Inquiry – Leave Update System (TINQ) is an online entry and inquiry system of the U.S. Department of Agriculture (USDA). TINQ allows users to query and/or correct leave data from remote locations in lieu of submitting an AD-717, Audit For Leave Year 19XX, to the National Finance Center (NFC). It also provides a method of transferring leave data from donors to approved leave recipients participating in the Leave Sharing Program.

TINQ is a detailed breakdown of two Payroll/Personnel Inquiry System (PINQ) programs, PINQ Program 11, Leave, and PINQ Program 12, Comp-Leave. All data displayed in the PINQ programs can be updated and/or corrected through TINQ. TINQ and PINQ immediately display changes made in TINQ.

A corrected Time and Attendance Report (T&A) should be used to correct leave data if the correction involves hours worked (e.g., changing annual leave to leave without pay) or adjustments to accounting data. If the adjustment is beyond system capability (26 pay periods), do not process a corrected T&A; adjust the leave balances through TINQ. If the correction does not involve hours worked nor accounting data, correct the leave data in TINQ; do not process a corrected T&A.

Due to system configurations, corrections to TINQ should be made after PAYE runs. After the corrections are made, the updates are immediately displayed in the

appropriate TINQ and PINQ programs.

Reports

TINQ Program 09, Audit Trail Of Leave Updates, is an online reporting system which lists changes processed in the last 2 years to an employee's leave record. Its accessibility to the user makes it the primary TINQ reporting system.

The Audit Trail Of Leave Updates report (P0049) is a report generated through the Report Generator System (CULPRPT). The P0049 report holds correction records for 2 weeks. This report is used to certify the necessity to make leave corrections through TINQ. The P0049 Report identifies the employee entering changes through TINQ by user ID. It serves as an audit trail of leave updates to the system.

The Indebtedness Advanced Leave Hours Collected By SPPS For Processing Pay Period/Yr XX/XX/XX report (PO167) is a report generated through the Report Generator System (CULPRPT). This report is used to notify agency personnel that the advanced leave debt has been collected and the advanced leave balances must be deleted from TINQ.

All reports are updated when leave is updated (after Payroll Processing (PAYE) is run).

To query groups of employee data, use FOCUS to request ad-hoc reports.

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System Access

This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access TINQ, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 1**) on

your terminal. Then respond to the prompts as follows:

1 Enter User ID (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., NF999). Press [Tab].

2 Password (required, alphanumeric field; 6 to 8 positions). Key in your password. Your password is not displayed on the screen. Press [Tab].

3 New Password (alphanumeric field; 6 to 8 positions). If your current password expires, key in a new password. Press [Tab]. You may change your password any time but not more than once a day.

4 Enter Application Name (required, alphanumeric field; max. of 9 positions). Key in **TINQ** and press [Enter]. The TINQ menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 2**) is displayed. Press [Enter] again to display the TINQ menu.

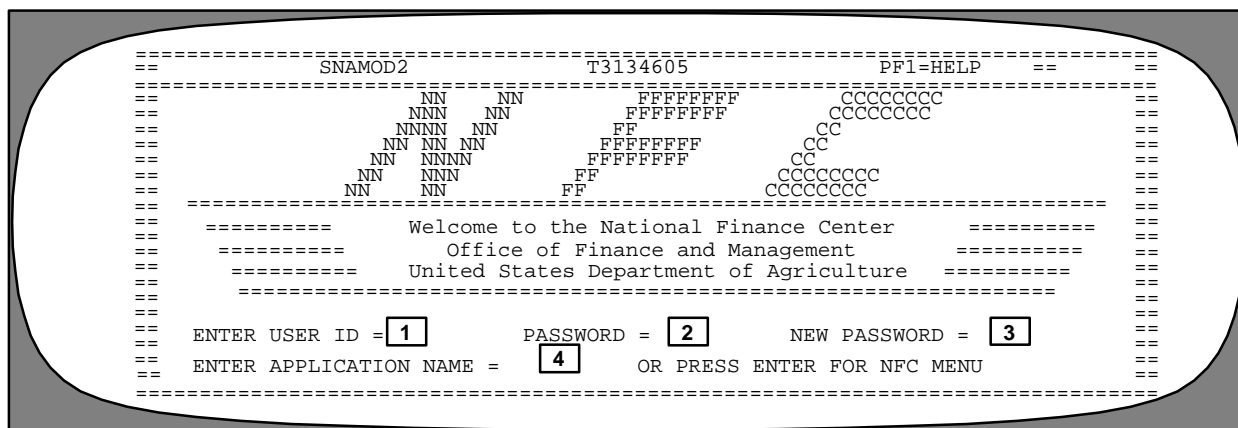


Figure 1. NFC Banner Screen

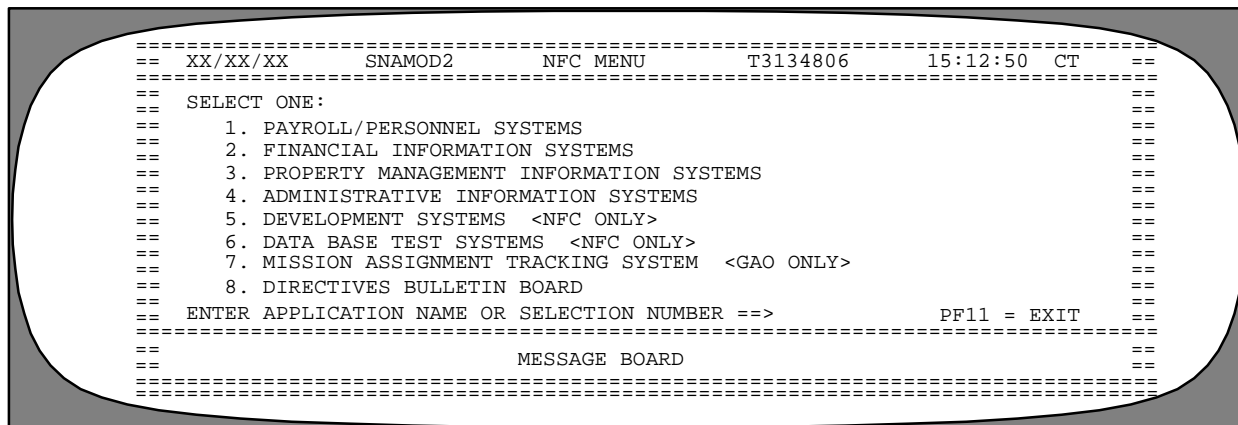


Figure 2. NFC Menu

Note: When signing on, before you display the system's main menu, you may select Option 8,

Directives Bulletin Board, on the NFC Menu to view

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additional messages related to payroll/personnel systems. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994.)☞☐

Instructions for using the TING menu begin on page 7.

Sign-Off

To exit TING, press [Clear] at any screen. The Enter Next Task Code prompt (**Figure 3**) is displayed. Key in *bye* and press [Enter].

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

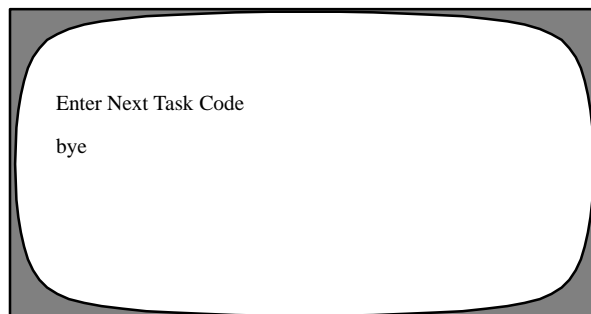


Figure 3. Enter Next Task Code Prompt

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Operating Features

This section describes the system's design and operating features.

System Design

TINQ is designed with one menu with nine programs for querying and updating leave data. At the menu, you complete a key field to select a program. At any screen within the system, you may select a different program by keying in the program number at the Screen Opt prompt.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the data base is updated. See the [Appendix](#) for a list of edit messages.

Function Keys

Your keyboard includes :

- Program function keys ([PA], [PF], [F], etc.) used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in TINQ are displayed at the bottom of each screen. Descriptions are provided below:

Key	Functions
-----	-----------



Used to display the TINQ menu.



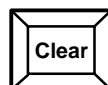
Used to refresh the Comp Leave & Comp-Oth-Rt, Total Time Off & Time Off Awards, and Audit Trail Of Leave Updates screens to enter a new social security number.



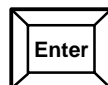
Used to scroll backward to the previous Comp-Oth-Rt or Audit Trail Of Leave Updates record.



Used to scroll forward to the next Comp-Oth-Rt or Audit Trail Of Leave Updates record.



Used to exit the system.



Used to enter data into the system after you have keyed it in at a screen.



Used to move the cursor from field to field.

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TINQ Menu

After you access TINQ, the TINQ menu (**Figure 4**) is displayed showing nine programs.

Below is a brief description of each program.

01) Annual & Sick Leave. Used to modify, query, or add annual leave, sick leave, frozen sick leave, credit hours, and leave transfer records.

02) AWOP Leave. Used to modify, query, or add non-pay status records.

03) Suspension Leave. Used to modify, query, or add suspension leave records.

04) Military Leave. Used to modify, query, or add military leave records.

05) Comp Leave & Comp-Oth-Rt. Used to modify, query, or add regular and religious compensatory leave records.

06) Home Shore Leave. Used to modify, query, or add home and shore leave records.

07) Annual Leave Restored. Used to modify, query, or add restored annual leave records.

08) Time Off Awards. Used to modify or query time off records entered through the Personnel Action Processing System (PACT).

09) Audit Trail Of Leave Updates. Used to list changes made to an employee's leave record.

To modify, query, or add data in the TINQ data base, at the Please Enter Selection prompt, key in the applicable program number (01 through 09) and press [Enter]. The applicable program is displayed.

Note: Hours fields in each TINQ program should be completed in whole and fractional (.00, .25, .50, or .75) number format.

```
TI000          USDA OFFICE OF FINANCE AND MANAGEMENT      DATE: XX/XX/XX
DB 85          NATIONAL FINANCE CENTER                     TIME: 15294759
               TIME INQUIRY - LEAVE UPDATE

TTTTTTTT
TT
TT  IIIIII
TT  II
TT  II      NN      NN
TT  II      NNN     NN
      II      NN N   NN  QQQQQQ
      IIIIII  NN  N  NN  QQ  QQ
               NN  N  NN  QQ  QQ
               NN    NN  QQ  QQ
               QQQQQQ
               QQ
               Q

01) ANNUAL & SICK LEAVE
02) AWOP LEAVE
03) SUSPENSION LEAVE
04) MILITARY LEAVE
05) COMP LEAVE & COMP-OTH-RT
06) HOME SHORE LEAVE
07) ANNUAL LEAVE RESTORED
08) TIME OFF AWARDS
09) AUDIT TRAIL OF LEAVE UPDATES

PLEASE ENTER SELECTION: ____

----- RESPONSES -----
CLEAR = EXIT                                ENTER = SELECTED SCREEN
               FOR AUTHORIZED USE ONLY
```

Figure 4. TINQ Menu

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Annual & Sick Leave

Annual & Sick Leave is Program 01 on the TINQ menu. This program is used to add, modify, or query records pertaining to annual leave, sick leave (including leave associated with the Federal Employees Family Friendly Leave Act (FEFFLA)), frozen sick leave, and credit hours. It also facilitates the update of records for employees involved in the Leave Sharing Program. It does not, however, facilitate the transfer of an employee's leave record from one department to another. An SF-1150, Record Of Leave Data, must be processed in the Payroll/Personnel Remote Entry System (PRES) when this occurs.

Note: Leave under the FEFFLA is not distinguished from regular sick leave.

To select this program, at the TINQ menu, key in **01** at the Please Enter Selection prompt. Press [Enter]. The Annual & Sick Leave screen (**Figure 5**) is displayed.

To modify, query, or add a record, complete the fields as follows:

1 SSNO (required, numeric field; 9 positions). Key in the employee's social security number and press [Enter].

The Annual & Sick Leave record for the social security number entered is displayed.

2 Agency (conditional, alphanumeric field; 2 positions). The agency code is system generated. If the

employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to view or modify and press [Enter]. The data changes to the selected agency data.

3 Screen Opt (conditional, numeric field; 2 positions). The program number **01** is system generated. Complete this field with the next program desired after all changes and/or additions are made.

4 Last Update By (no-entry field). This field is system generated to indicate the identification number of the person last updating the leave data.

5 Donated Lv Ind (no-entry field). This field is system generated to indicate whether or not the individual is an approved leave recipient.

To modify or add a record, complete the applicable fields as follows. All fields below are initially generated based on the processing of T&A, payroll, and/or personnel data.

6 Annual-Lv-Carryover-Balance (numeric field; 6 positions). Key in the hours of annual leave carried forward to the current leave year.

Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.

7 Sick-Lv-Carryover-Balance (numeric field; 6 positions). Key in the hours of sick leave carried forward to the current leave year.

TI001		ANNUAL & SICK LEAVE		DATE: XX/XX/XX	
DB: 85				TIME: 15294759	
SSNO:	1				
AGENCY:	2				
SCREEN OPT: 01	3			LAST UPDATE BY:	4
				DONATED LV IND:	5
6	ANNUAL-LV-CARRYOVER-BALANCE	+0000.00	07	SICK-LV-CARRYOVER-BALANCE	+0000.00
8	ANNUAL-LV-ACCRUALS-YTD	+0000	09	SICK-LV-ACCRUALS-YTD	+000
10	ANNUAL-LV-USED-YTD	+0000.00	11	SICK-LV-USED-YTD	+0000.00
12	ANNUAL-LV-CURRENT-BALANCE	+0000.00	13	SICK-LV-CURRENT-BALANCE	+0000.00
14	ANNUAL-LV-FORFEITED	+0000.00	15	SICK-LV-ACCRUAL-REDUCTION	+000
16	ANNUAL-LV-PT-CARRYOVER-HOURS	+00.00	17	SICK-LV-PT-CARRYOVER-HOURS	+00.00
18	ANNUAL-LV-ACCRUAL-REDUCTION	+000	19	SICK-LV-ERROR	0
20	ANNUAL-LV-ACCURED-SES	+000	21	FROZ-SICK-BAL	+0000.00
22	ANNUAL-LV-ERROR	0	23	AN-SK-CHGD-DATE	
24	ANNUAL-LV-CARRYOVER-PRIOR-YR	+0000.00	25	LEAVE-EARNING-STATUS-PP	
26	ANNUAL-LV-CATEGORY	0	27	CREDIT-HRS-CURRENT-BAL	+000.00
28	ADMINISTRATIVE-LV-USED-YTD	+0000.00	29	USA-FROZ-LEAVE-RATE	+000000.00
30	USA-FROZ-ANN-LEAVE-BAL	+0000.00	31	USA-FROZ-SICK-LEAVE-BAL	+0000.00
32	USA-DATE-LEAVE-FROZEN	00 00 00	33	INTERIM-LUMP-SUM-CODE	
	ANN-SICK-LV RECORD UPDATED				
----- RESPONSES -----					
PF1 = MENU		ENTER = INQUIRE/UPDATE		CLEAR = EXIT	

Figure 5. Annual & Sick Leave Screen

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8 Annual-Lv-Accruals-YTD (*numeric field; 4 positions*). Key in the number of annual leave hours accrued during the current year through the current processed pay period.

Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.

9 Sick-Lv-Accruals-YTD (*numeric field; 3 positions*). Key in the number of sick leave accruals for the current year through the current processed pay period.

10 Annual-Lv-Used-YTD (*numeric field; 6 positions*). Key in the number of hours of annual leave used during the current year. The annual leave used is updated on the data base each pay period by the number of hours shown on the T&A.

Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.

11 Sick-Lv-Used-YTD (*numeric field; 6 positions*). Key in the number of hours of sick leave used during the current leave year. The sick leave used is updated on the data base each pay period by the number of hours shown on the T&A.

12 Annual-Lv-Current-Balance (*no-entry field*). This field is system generated and indicates the hours of annual leave as of the current (or prior) pay period (depending on the time of pay period processing) of the current leave year.

13 Sick-Lv-Current-Balance (*no-entry field*). This field is system generated and indicates the hours of sick leave as of the current (or prior) pay period (depending on the time of pay period processing) of the current leave year.

14 Annual-Lv-Forfeited (*numeric field; 5 positions*). Key in the number of hours of annual leave forfeited by the employee at the end of the leave year. The annual leave is forfeited whenever the current annual leave is in excess of the number of hours the employee is entitled to carry forward from one leave year to the next.

15 Sick-Lv-Accrual-Reduction (*numeric field; 3 positions*). Key in the number of sick leave hours lost due to non-pay hours for the current leave year. When the number of hours of nonpay status during the leave year equals the number of base pay hours in a pay period, the sick leave accruals are reduced by 4 hours.

Note: This field is automatically reset to zero in the first pay period of the leave year.

16 Annual-Lv-PT-Carryover-Hours (*numeric field; 4 positions*). Key in the number of annual leave hours accrued by a part-time employee with a regular assigned tour of duty.

Note: Unapplied hours are forfeited if the employee converts to full time and has insufficient service credit to earn the minimum of 1 hour.

17 Sick-Lv-PT-Carryover-Hours (*numeric field; 4 positions*). Key in the number of unapplied sick leave hours.

Note: Unapplied hours are forfeited if the employee converts to full time and has insufficient service credit to earn the minimum of 1 hour.

18 Annual-Lv-Accrual-Reduction (*numeric field; 3 positions*). Key in the number of annual leave hours lost due to non-pay hours for the current leave year.

Note1: When the number of hours of nonpay status during the leave year equals the number of base pay hours in a pay period, the annual leave accruals are reduced by the employee's leave category.

Note2: This field is automatically reset to zero in the first pay period of the leave year.

19 Sick-Lv-Error (*no-entry field*). This field is system generated when the sick leave on the T&A is different from the sick leave on the data base. Valid codes are:

- 0 – No Error
- 1 – Balance Error
- 2 – Crossfoot Error
- 3 – Balance and Crossfoot Error

20 Annual-Lv-Accrued-SES (*numeric field; 3 positions*). Key in the number of hours of annual leave accrued during the current year by an employee in the Senior Executive Service (SES).

21 Frozen-Sick-Bal (*numeric field; 6 positions*). Key in the employee's frozen sick leave balance. The frozen sick leave balance is the number of hours of sick leave an employee has at the time he/she transfers to the Federal Employees Retirement System (FERS). No additional sick leave hours can be used in the computation of an employee's retirement annuity.

22 Annual-Lv-Error (*no-entry field*). This field is system generated when the annual leave on the T&A is different from the annual leave on the data base. Valid codes are:

- 0 – No Error
- 1 – Balance Error
- 2 – Crossfoot Error
- 3 – Balance and Crossfoot Error

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[23] An-Sk-Chgd-Date (*no-entry field*). This field is system generated and indicates the date the last change was made to an employee's annual or sick leave record.

[24] Annual-Lv-Carryover-Prior-Yr (*numeric field; 6 positions*). Key in the number of hours of annual leave carried into the prior leave year.


[25] Leave-Earning-Status-PP (*no-entry field*). This field is system generated and indicates eligibility for leave accruals during the first or final pay period for an employee who is part-time or full-time with an uncommon tour of duty. *N* (no) indicates that an employee is not entitled to earn leave. *Y* (yes) indicates that an employee is entitled to earn leave.

[26] Annual-Lv-Category (*no-entry field*). This field is system generated and indicates the number of hours of annual leave an employee is entitled to earn each pay period.

[27] Credit-Hrs-Current-Bal (*numeric field; 5 positions*). Key in the number of credit hours (additional hours above the normal tour of duty) accumulated year-to-date.

 **Note:** The maximum hours for this field is 24.

[28] Administrative-Lv-Used-YTD (*numeric field; 5 positions*). Key in the number of hours of administrative leave used year-to-date.

 **Note:** This field is reset to zero at the beginning of the first pay period of the leave year.

[29] USA-Froz-Leave-Rate (*no-entry field*). (*For Offices of the U.S. Attorneys use only*). This field is system generated and indicates the base contract salary of the Assistant U.S. Attorney at the time the leave is fro-

zen before conversion to a Presidentially-appointed U.S. Attorney.

[30] USA-Froz-Ann-Leave-Bal (*numeric field; 6 positions*). (*For Offices of the U.S. Attorneys use only*). Key in the number of annual leave hours that are frozen when an Assistant U.S. Attorney is converted to a Presidentially-appointed U.S. Attorney.

[31] USA-Froz-Sick-Leave-Bal (*numeric field; 6 positions*). (*For Offices of the U.S. Attorneys use only*). Key in the number of sick leave hours that are frozen when an Assistant U.S. Attorney is converted to a Presidentially-appointed U.S. Attorney.

[32] USA-Date-Leave-Frozen (*no-entry field*). (*For Offices of the U.S. Attorneys use only*). This field is system generated and indicates the date annual and sick leave hours were frozen due to an Assistant U.S. Attorney being converted to a Presidentially-appointed U.S. Attorney.

[33] Interim-Lump-Sum-Code (*numeric field; 1 position*). (*For Offices of the U.S. Attorneys use only*). Key in *Y* (yes) if an intermittent employee receives an interim lump sum payment before the separation is processed. Key in *N* (no) if an intermittent employee does not receive an interim lump sum payment before the separation is processed.

After keying in the data, press [Enter]. The Ann-Sick-Lv Record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, key in the social security number directly over the one displayed and press [Enter].
- To access another program, key in the program number in the Screen Opt field and press [Enter].

Leave Sharing Program

The Voluntary Leave Transfer Program and Voluntary Leave Bank Program permit Federal employees to donate annual leave to be used by other Federal employees. The annual leave is used for medical or family medical emergencies, including maternity situations. ¶**Note:** This procedure does not include instructions for the Voluntary Leave Bank Program. Follow agency and Office of Personnel Management (OPM) instructions for recording leave under this program. ¶

Certified documentation should be obtained before entering donor/recipient data in the Payroll/Personnel System.

Processing For A Leave Recipient. In the first pay period after the beginning of the medical emergency:

1 Code the employee as a leave recipient in the Payroll/Personnel data base by entering **Y** (yes) in the Approved Leave Recipient field in PRES Program 120, Multi Element Update Document. For more information, see the PRES procedure.

2 Add the donated hours (up to 9999) to the Annual-Lv-Accruals-YTD field in TINQ Program 01.

Up to 9999 hours of leave can be entered in the Annual-Lv-Accruals-YTD field. However, if more than the maximum number of hours allowed in 1 year is entered and the employee is not an approved leave recipient, an error message will display.

3 Enter the total amount donated in the Annual Brought Forward block of the T&A in the first pay period the recipient begins to use the donated leave. In each pay period donated leave is used, subtract the amount used from the amount available. Enter **0** in the Annual and Sick Leave Accrual fields of the T&A for each pay period until the emergency ends. (For PC-TARE users, change the annual and sick leave category field to **0** in the employee's master record. These fields should not be changed until the emergency ends.)

¶**Note:** Do not process a personnel action to change the annual leave category recorded in the data base. The system automatically generates this data. ¶

4 Keep separate from the T&A an account of the annual and sick leave accruals and balances each pay period. Place the hours of annual and sick leave in a separate account to be used after the medical emergency

has ended or after all donated leave is exhausted, whichever comes first.

Processing For A Leave Recipient With Advanced Annual Leave. Follow the same instructions as listed under Processing For A Leave Recipient.. Take caution when making adjustments to the recipient's annual leave balance.

If the recipient is donated annual leave that is to be **used** instead of offsetting the negative annual leave balance, change the Annual-Lv-Carryover-Balance and Annual-Lv-Used-YTD fields to **0** and add the donated hours to the Annual-Lv-Accruals-YTD field.

Once all donated hours have been used, change the Annual-Lv-Carryover-Balance and Annual-Lv-Used-YTD fields to the hours shown prior to the change.

If the recipient is donated annual leave to **offset** the negative annual leave balance, add the donated hours to the Annual-Lv-Accruals-YTD field.

If the donated leave amount carries over to subsequent pay period(s), no action is required in TINQ.

¶**Reminder:** Make a screen print of the Annual & Sick Leave data before making any changes. ¶

At the end of the emergency period:

1 Enter **N** (no) in the Approved Leave Recipient field in PRES Program 120 indicating that the employee is no longer eligible for donated leave.

2 Prorate according to the number of donors any unused donated leave remaining in the recipient's account so that this leave can be reccredited to the donor's account.

3 Add the unused accrued hours held in a separate account to the Annual-Lv-Accruals-YTD field.

4 Record the unused accrued hours in the Annl/Sick Brought Fwd field of the T&A.

5 Enter the employee's appropriate accrual rate(s) in the Annual and Sick Leave Accrual fields so that the employee will again accrue leave. (For PC-TARE users, enter the appropriate codes for the annual leave and sick leave categories in the employee's master record. If the employee's annual leave category changed during the emergency period, enter the appropriate new code.)

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Processing Instructions For A Leave Donor. In the first pay period the leave is donated:

1 Enter the number of hours donated in the Annual-Lv-Used-YTD field in TINC Program 01. The Annual-Lv-Current-Balance field decreases.

2 Reduce the same number of hours in the carryover

balance of the T&A so that the T&A and data base agree.

At the end of the emergency period:

1 Recredit any unused donated leave. Add this amount to the Annl Brought Forward field of the T&A.

2 Reduce the same amount in the Annual-Lv-Used-YTD field in TINC Program 01 so that the T&A and data base agree.

AWOP Leave

AWOP Leave is Program 02 on the TINQ menu. This program is used to query, modify, or add nonpay status records, including LWOP (Leave Without Pay), AWOL (Absence Without Leave), and injury leave.

An employee's AWOP counters must be adjusted in TINQ when a return to duty action is processed; the system does not automatically reset AWOP counters.

To select this program, at the TINQ menu, key in **02** at the Please Enter Selection prompt and press [Enter]. The AWOP Leave screen (**Figure 6**) is displayed.

To query, modify, or add a record, complete the fields as follows:

1 SSNO (*required, numeric field; 9 positions*). Key in the employee's social security number and press [Enter].

The AWOP Leave record for the social security number entered is displayed.

2 Agency (*conditional, alphanumeric field; 2 positions*). The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press [Enter].

3 Screen Opt (*conditional, numeric field; 2 positions*). The program number **02** is system generated.

Complete this field with the next program desired after all changes and/or additions are made.

4 Last Update By (*no-entry field*). This field is system generated and indicates the identification number of the person last updating the leave data.

To modify or add a record, complete the applicable fields as follows:

5 AWOP-Excess-30-Days-Cntr (*numeric field; 4 positions*). Key in the number of consecutive calendar days of absence without pay in excess of 30 days occurring since the employee received a career-conditional appointment.

6 LWOP-Retirement-RIF (*numeric field; 6 positions*). Key in the total number of hours of approved leave without pay occurring during the current calendar year.

Note: This field is automatically reset to zero at the end of the calendar year.

7 AWOP-Consecutive-Day-Cntr (*numeric field; 5 positions*). Key in the number of consecutive calendar days of absence without pay occurring since the employee received a career-conditional appointment.

8 LWOP-Since-Last-WGI (*numeric field; 6 positions*). Key in the total number of hours of approved leave without pay occurring since the employee's last within-grade increase.

Note: This field is reset to zero when the within-grade increase is granted.

TI002		AWOP LEAVE		DATE: XX/XX/XX	
DB: 85	1			TIME: 15333551	
SSNO:	2				
AGENCY:				LAST UPDATE BY:	4
SCREEN OPT: 02	3				
5	AWOP-EXCESS-30-DAYS-CNTR	+0000	6	LWOP-RETIREMENT-RIF	+0000.00
7	AWOP-CONSECUTIVE-DAY-CNTR	+00	8	LWOP-SINCE-LAST-WGI	+0000.00
9	AWOP-TOWARD-LEAVE-CREDITS	+000.00	10	LWOP-DURING-PROBATION	+0000.00
11	AWOP-FEHB-TERMINATION	000	12	LWOP-DURING-PROB-SUPV-MGR	+0000.00
13	AWOP-FEHB-FLAG	0	14	AWOL-RETIREMENT-RIF	+0000.00
15	AWOP-BEGIN-DATE	00 00 00	16	AWOL-SINCE-LAST-WGI	+0000.00
17	PAY-STATUS-AFTER-AWOP	000	18	AWOL-DURING-PROBATION	+0000.00
19	CAL-YR-SPLIT-TYPE-LV		20	AWOL-DURING-PROB-SUPV-MGR	+0000.00
21	INJURY-LEAVE-OFEC	+0000.00	22	SUSP-AWOL-LWOP-CAL-YR-SPLIT	+0000.00
AWOP RECORD ADDED					
----- RESPONSES -----					
PF1 = MENU		ENTER = INQUIRE/UPDATE		CLEAR = EXIT	

Figure 6. AWOP Leave Screen

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9 AWOP-Toward-Leave-Credits (*numeric field; 5 positions*). Key in the number of hours of absence without pay occurring during the leave year. This includes all nonpay status categories.

10 LWOP-During-Probation (*numeric field; 6 positions*). Key in the total number of hours of approved leave without pay occurring during the employee's probationary period.

Note: This field is reset to zero at the end of the probationary period.

11 AWOP-FEHB-Termination (*numeric field; 3 positions*). Key in the number of days of AWOP toward the termination of health benefits.

12 LWOP-During-Prob-Supv-Mgr (*numeric field; 6 positions*). Key in the total number of hours of approved leave without pay occurring during probation for an employee in a supervisory/managerial position.

13 AWOP-FEHB-Flag (*numeric field; 1 position*). Key in the code used to control updating the number of days of AWOP toward the termination of health benefits and the number of days in pay status following a period of AWOP. Valid codes are:

- 0 – Not applicable
- 1 – Update AWOP Counters
- 2 – Update Pay Status Counter

14 AWOL-Retirement-RIF (*numeric field; 6 positions*). Key in the total number of hours of unapproved absence without pay occurring during the current calendar year.

Note: This field is reset to zero at the end of the calendar year.

15 AWOP-Begin-Date (*numeric field; 6 positions*). Key in the date the period of AWOP begins.

16 AWOL-Since-Last-WGI (*numeric field; 6 positions*). Key in the total number of hours of unapproved absence without pay occurring since the employee's last within-grade increase.

Note: This field is reset to zero when the within-grade increase is granted.

17 Pay-Status-After-AWOP (*numeric field; 3 positions*). Key in the number of days in pay status following a period of AWOP. It is updated by 14 days each pay period when AWOP-FEHB-Flag is 2.

Note: This field is automatically reset when the health benefits are canceled or the counter reaches 120 days.

18 AWOL-During-Probation (*numeric field; 6 positions*). Key in the total number of hours of unapproved absence without pay occurring during the employee's probationary period.

Note: This field is reset to zero at the end of the probationary period.

19 Cal-Yr-Split-Type-Lv (*alpha field; 1 position*). Key in the type of nonpay leave used for the pay period involving a calendar year split. Valid codes are:

- A – AWOL
- L – LWOP
- S – Suspension

20 AWOL-During-Prob-Supv-Mgr (*numeric field; 6 positions*). Key in the total number of hours of unapproved absence without pay occurring during probation for an employee in a supervisory/managerial position.

Note: This field is reset to zero at the end of the probationary period.

21 Injury-Leave-OFEC (*numeric field; 6 positions*). Key in the total number of hours of injury leave used during the current leave year.

22 Susp-AWOL-LWOP-Cal-Yr-Split (*numeric field; 5 positions*). Key in the number of AWOP hours reported on the first or last T&A of the leave year.

After keying in the data, press [Enter]. The AWOP Record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, enter the social security number directly over the one displayed and press [Enter].
- To access another program, key in the program number in the Screen Opt field and press [Enter].

Suspension Leave

Suspension Leave is Program 03 on the TINQ menu. This program is used to query, modify, or add suspension leave records.

To select this program, at the TINQ menu, key in **03** at the Please Enter Selection prompt and press [Enter]. The Suspension Leave screen (**Figure 7**) is displayed.

To query, modify, or add a record, complete the fields as follows:

[1] SSNO (*required, numeric field; 9 positions*). Key in the employee's social security number and press [Enter].

The Suspension Leave record for the social security number entered is displayed.

[2] Agency (*conditional, alphanumeric field; 2 positions*). The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press [Enter].

[3] Screen Opt (*conditional, numeric field; 2 positions*). The program number **03** is system generated. Complete this field with the program desired after all changes and/or additions are made.

[4] Last Update By (*no-entry field*). This field is system generated and indicates the identification number of the person last updating the leave data.

To modify or add a record, complete the applicable fields as follows:

[5] Retirement–RIF (*numeric field; 6 positions*). Key in the number of hours of suspension resulting from disciplinary action occurring during the current calendar year. (These hours are used to adjust the service computation date for reduction in force.)

[6] Since–Last–WGI (*numeric field; 6 positions*). Key in the number of hours of suspension resulting from disciplinary action that have occurred since the employee's last within-grade increase. (These hours are used to adjust the service computation date for within-grade increases.)

[7] During–Probation (*numeric field; 6 positions*). Key in the number of hours of suspension resulting from disciplinary action occurring during the employee's probationary period. (These hours are used to adjust the employee's probationary period.)

[8] During–Prob–Supv–Mgr (*numeric field; 6 positions*). Key in the number of hours of suspension resulting from disciplinary action occurring while the employee was serving a supervisory/managerial probationary period.

After keying in the data, press [Enter]. The Suspension Leave record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, key in the social security number directly over the one displayed and press [Enter].

- To access another program, key in the program number in the Screen Opt field and press [Enter].

The screenshot displays the 'SUSPENSION LEAVE' screen. At the top left, it shows 'TI003', 'DB: 85', 'SSNO: [1]', 'AGENCY: [2]', and 'SCREEN OPT: 03 [3]'. At the top right, it shows 'DATE: XX/XX/XX' and 'TIME: 15335661'. Below this, it says 'LAST UPDATE BY: [4]'. In the center, there is a table with four rows, each representing a different suspension leave option with its corresponding value:

[5] RETIREMENT-RIF	+0000.00
[6] SINCE-LAST-WGI	+0000.00
[7] DURING PROBATION	+0000.00
[8] DURING-PROB-SUPV-MGR	+0000.00

At the bottom left, it says 'SUSP-LV RECORD ADDED'. At the bottom center, it says 'RESPONSES'. At the bottom right, it says 'CLEAR = EXIT'. Below these, it says 'PF1 = MENU' and 'ENTER = INQUIRE/UPDATE'.

Figure 7. Suspension Leave Screen

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Military Leave

Military Leave is Program 04 on the TING menu. This program is used to query, modify, or add military leave records.

To select this program, at the TING menu, key in **04** at the Please Enter Selection prompt and press [Enter]. The Military Leave screen (**Figure 8**) is displayed.

To query, modify, or add a record, complete the fields as follows:

1 SSNO (required, numeric field; 9 positions). Key in the employee's social security number and press [Enter].

The Military Leave record for the social security number entered is displayed.

2 Agency (conditional, alphanumeric field; 2 positions). The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press [Enter].

3 Screen Opt (conditional, numeric field; 2 positions). The program number **04** is system generated. Complete this field with the next program desired after all changes and/or additions are made.

4 Last Update By (no-entry field). This field is system generated and indicates the identification number of the person last updating the leave data.

To modify or add a record, complete the applicable fields as follows:

5 Military-Lv-Hours-YTD-Reg (numeric field; 5 positions). Key in the number of hours of regular military leave used during the current leave year. The system automatically generates the regular military leave hours YTD. **Note:** The maximum number allowed in this field is 240 hours (including carryover) per year. (A maximum of 288 hours is allowed for Location Code 4 (Washington, D.C. Metropolitan Area).) See the PINQ procedure for a list of the location codes.

6 Military-Lv-Days-YTD-Reg (numeric field; 2 positions). Key in the number of regular military leave days used during the current fiscal year. **Note:** The maximum number allowed in this field is 30 days. (A maximum of 36 days is allowed for Location Code 4 (Washington, D.C. Metropolitan Area).)

7 Military-Lv-Hrs-YTD-Emerg (numeric field; 5 positions). Key in the number of hours of emergency military leave used during the current calendar year. **Note:** The maximum number allowed in this field is 176 hours.

8 Military-Lv-Hrs-PP-Emerg (numeric field; 4 positions). Key in the number of hours of emergency military leave used during the current pay period. **Note:** The maximum number allowed in this field is 80 hours.

TI004		MILITARY LEAVE		DATE: XX/XX/XX	
DB: 85				TIME: 15341837	
SSNO: 1					
AGENCY: 2				LAST UPDATE BY: 4	
SCREEN OPT: 04 3					
5	MILITARY-LV-HOURS-YTD-REG		+000.00		
6	MILITARY-LV-DAYS-YTD-REG		+00		
7	MILITARY-LV-HRS-YTD-EMERG		+000.00		
8	MILITARY-LV-HRS-PP-EMERG		+00.00		
9	MILITARY-LEAVE-CARRYOVER		+00		
10	MILITARY-LV-DAYS-PRIOR-YR		+00		
MIL-LV RECORD ADDED					
----- RESPONSES -----					
PF1 = MENU		ENTER = INQUIRE/UPDATE		CLEAR = EXIT	

Figure 8. Military Leave Screen

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9 Military–Leave–Carryover (*numeric field; 2 positions*). Key in the number of days of military leave carried forward from the prior fiscal year to the current fiscal year. **Note:** The maximum number allowed in this field is 15 days. (A maximum of 18 days is allowed for Location Code 4 (Washington, D.C. Metropolitan Area).)

10 Military–Lv–Days–Prior–Yr (*numeric field; 2 positions*). Key in the number of days of military leave carried forward into the prior fiscal year. **Note:** The maximum number allowed in this field is 15 days.

After keying in the data, press [Enter]. The Military Leave Record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, key in the social security number directly over the one displayed and press [Enter].
- To access another program, key in the program number in the Screen Opt field and press [Enter].

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Comp Leave & Comp-Oth-Rt

Comp Leave & Comp-Oth-Rt is Program 05 on the TING menu. This program is used to query compensatory leave data and/or to manually enter and/or update up to 3 years of compensatory leave rates and hours, including compensatory time off for religious observance.

A compensatory leave master record is automatically established in TING Program 05 the first pay period in which a T&A Report reflecting compensatory time earned is applied. TING Program 05 is used to enter the rate record(s) when compensatory time was inadvertently omitted from the T&A or the rate at which it was earned needs to be corrected. (For examples of processing compensatory leave adjustments, see [Compensatory Leave Adjustments](#).)

The compensatory record is automatically updated whenever a T&A reflecting compensatory time earned or used is applied. Adjustments to compensatory leave rates and hours (rate record) are entered in the Rate Records section.

Note: Do not send in a corrected T&A when processing adjustments for a prior pay period, use TING.

To select this program, at the TING menu, key in **05** at the Please Enter Selection prompt and press [Enter]. The Comp Leave & Comp-Oth-Rt screen (**Figure 9**) is displayed.

To query, modify, or add a record, complete the fields as follows:

1 **SSNO** (required, numeric field; 9 positions). Key in the employee's social security number and press [Enter].

The Comp Leave & Comp-Oth-Rt records for the social security number entered are displayed.

2 **Agency** (conditional, alphanumeric field; 2 positions). The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press [Enter].

3 **Page** (no-entry field). This field is system generated and requires no action.

4 **Screen Opt** (conditional, numeric field; 2 positions). The program number 05 is system generated. Complete this field with the next program desired after all changes and/or additions are made.

5 **Last Update By** (no-entry field). This field is system generated and indicates the identification number of the source of the TING update.

The user's ID is displayed when a user changes a compensatory record in TING. PAYES05, PAYEM05, NFYTD, or NF000 is displayed when a T&A processes or payroll/personnel system change occurs.

The Comp Leave & Comp-Oth-Rt inquiry fields are described below. The data displayed in these fields are system generated from processing T&A Reports and/or adjusting the Rate Records of this program.

The screenshot displays the 'COMP LEAVE & COMP-OTH-RT' screen. At the top, it shows 'TI005 DB 85' and 'COMP LEAVE & COMP-OTH-RT'. Below this, there are fields for 'SSN: 1', 'AGENCY: 2', 'SCREEN OPT: 05 4', 'DATE: XX/XX/XX', 'TIME: 15343622', 'PAGE: 0001 3', and 'LAST-UPDATE BY: 5'. The main section contains two tables. The first table lists error codes and their values: 6 ERROR-CODE 0, 7 FORFEITED +0000.00, 8 EARNED-YTD +0000.00, 9 USED-YTD +0000.00, 10 TOTAL-CURRENT-BAL +0000.00, 11 PRIOR-YR-BAL +0000.00, 12 PRIOR-YR-BAL2 +0000.00, 13 LEAVE-USED-RELIG-OBSER-YTD +0000.00, 14 COMP-LV-BAL-REL-OBSER +0000.00, and 15 COMP-LV-CHANGED-DATE +0000.00. Below this is a section for 'RATE RECORDS' with columns for 'YR PP RATE HOURS IND' and 'YR PP RATE HOURS IND'. The bottom of the screen shows 'RESPONSES' with instructions: 'CLEAR = EXIT', 'ENTER = INQUIRE/UPDATE', 'PF1 = MENU', 'PF7 = BACKWARD', 'PF5 = REFRESH/ENTER NEW SSNO', and 'PF8 = FORWARD'.

Figure 9. Comp Leave & Comp-Oth-Rt Screen

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[6] Error Code (*no-entry field*). This field indicates when the compensatory leave on a T&A is different from the leave on the data base. Valid codes are:

- 0 – No Error
- 1 – Balance Error
- 2 – Crossfoot Error
- 3 – Balance and Crossfoot Error

[7] Forfeited (*no-entry field*). This field indicates the number of regular compensatory leave hours forfeited during the current year and up to 2 years prior. (For examples of adjusting this field, see [Compensatory Leave Adjustments](#), Examples 1 and 2.)

[8] Earned-YTD (*no-entry field*). This field indicates the number of regular compensatory leave hours earned during the current year. (For examples of adjusting this field, see [Compensatory Leave Adjustments](#), Examples 3 and 4.)

[9] Used-YTD (*no-entry field*). This field indicates the number of compensatory leave hours used during the current year. This field does not include compensatory time used for religious observance. (For examples of adjusting this field, see [Compensatory Leave Adjustments](#), Examples 5 and 6.)

[10] Total-Current-Bal (*no-entry field*). This field indicates the balance of Earned-YTD hours less the Used-YTD hours of the current year.

[11] Prior-Yr-Bal (*no-entry field*). This field indicates the balance of the first prior year of compensatory leave hours (e.g., current year is 95, first prior year is 94).

[12] Prior-Year-Bal2 (*no-entry field*). This field indicates the balance of the second prior year of compensatory leave hours (e.g., current year is 95, second prior year is 93).

[13] Leave-Used-Relig-Obser-YTD (*no-entry field*). This field indicates the cumulative number of compensatory leave hours used for religious observance. This field represents Religious Leave taken. (For examples of adjusting this field, see [Compensatory Leave Adjustments](#), Examples 7 and 8.)

[14] Comp-Lv-Bal-Rel-Obser (*no-entry field*). This field indicates the balance of compensatory leave hours earned for religious observance. This field represents

Religious Leave earned. (For examples of adjusting this field, see [Compensatory Leave Adjustments](#), Examples 9 and 10.)

[15] Comp-Lv-Changed-Date (*no-entry field*). This field indicates the date the last update was made to an employee's compensatory leave record.

The above fields are updated when changes or adjustments are made in the Rate Records section.

To enter or adjust a rate record, complete the fields in the Rate Records section as follows:

[16] Yr (*required, numeric field; 2 positions*). Key in the last 2 digits of the year for the entry or adjustment. The year must be the current year or up to 2 years prior.

To add/change the data in the Earned-YTD, Used-YTD, and/or Total-Current-Bal fields, enter the current year in the Yr field.

To add/change the data in the Prior-Yr-Bal and/or Prior-Yr-Bal2 fields, enter the first or second prior year, whichever is applicable, in the Yr field.

Note: Once a rate record has been established, the Yr field cannot be changed. If the year is erroneously entered, zero out the hours and reenter the entire record.

[17] PP (*required, numeric field; 2 positions*). (Valid entries are 01-27.) Key in the pay period in which the compensatory time was earned.

[18] Rate (*required, numeric field; 5 positions*). Key in the premium rate (with a decimal point to separate dollars from cents) at which the compensatory time was earned.

Note: With the exception of Pay Period 1, only 2 rate records per pay period can be entered.

[19] Hours (*required, numeric field; 5 positions*). Key in the number of compensatory leave hours earned, used, or forfeited for the pay period including a decimal point for fractions of an hour.

Note: With the exception of Pay Period 1, the maximum number of hours that can be entered per pay period is 256.

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20 Ind (*conditional, alpha field; 1 position*). Key in one of the following codes to indicate an adjustment.

U – To increase and/or decrease the Used–YTD field. **U** must be used for current year only.

Note: If **U** is entered, adjustments cannot exceed the current balance.

F – To increase and/or decrease the Forfeited field.

R – To change the religious observance fields. Use **R** for current year only. Key in the year, pay period, rate, hours, and **R** in this field. You are prompted for an additional indicator with the message *Enter “E” For Religious Earned, “T” For Religious Used*.

E – Key in **E** to add hours to the Comp–Lv–Bal–Rel–Obser field.

T – Key in **T** to subtract hours from the Comp–Lv–Bal–Rel–Obser field and add to the Leave–Used–Relig–Obser–YTD field.

No entry in the Ind field indicates earned compensatory leave time.

Note: When making an entry in the Ind field, you must enter a new rate record.

To correct the Forfeited field, key in the correct year (up to 2 years prior or current) in the Yr field. Continue keying in the appropriate data in the PP, Rate, and Hours fields. Key **F** in the Ind field.

After keying in the data, press [Enter]. The Last Update By field displays the identification number of the person last updating the leave data.

All rate records with 0 hours are purged each time PAYE runs.

The total hours shown in the Rate Records section must equal the applicable balance field. If the hours are not equal to the applicable balance field, an edit message will appear.

- To access another record, press [PF5], complete the SSNO field, and press [Enter].
- To scroll backward, press [PF7].
- To scroll forward, press [PF8].
- To access another program, key in the program number in the Screen Opt field and press [Enter].

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Compensatory Leave Adjustments

Use the following instructions to make adjustments in TINQ:

1. Prepare or obtain an up-to-date certified AD-717, Audit For Leave Year 19XX. (Do not include the current processing pay period.)
2. Query the record in TINQ.
3. Print a copy of the TINQ screen.
4. Make correction/adjustment.
5. Verify the correction/adjustment on the same screen.

The following examples are provided to assist in adjusting compensatory leave data. **Note:** For each example, the premium rate at which the compensatory time was earned is \$10 and the current year is 1995.

Increasing Compensatory Leave Forfeited (Example 1). In Pay Period 4 of 1995, the employee forfeited a total of 16 hours of compensatory leave. Only 11 hours are shown as forfeited in TINQ Program 05 (see **Figure 10**). The forfeited hours must be increased by 5 hours.

To increase the hours, complete the fields as follows (see **Figure 11**):

- 1** Yr. Key in **95**.
- 2** PP. Key in **04**.
- 3** Rate. Key in **10.00**.
- 4** Hours. Key in **5**.
- 5** Ind. Key in **F**.

TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:
ERROR-CODE 0	PRIOR-YR-BAL	+0005.00
FORFEITED +0011.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0000.00	LEAVE-USED-RELIG-OBSER-YTD	+0000.00
USED-YTD +0000.00	COMP-LV-BAL-REL-OBSER	+0000.00
TOTAL-CURRENT-BAL +0000.00	COMP-LV-CHANGED-DATE	
RATE RECORDS		
YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
94 04 10.00 +005.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
RESPONSES		
CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 10. TINQ Program 05 (Before Increasing Compensatory Leave Forfeited)

TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:
ERROR-CODE 0	PRIOR-YR-BAL	+0005.00
FORFEITED +0011.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0000.00	LEAVE-USED-RELIG-OBSER-YTD	+0000.00
USED-YTD +0000.00	COMP-LV-BAL-REL-OBSER	+0000.00
TOTAL-CURRENT-BAL +0000.00	COMP-LV-CHANGED-DATE	
RATE RECORDS		
YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
94 04 10.00 +005.00	95 04 10.00 +005.00 F	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
RESPONSES		
CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 11. TINQ Program 05 (After Keying In The Increase In Compensatory Leave Forfeited)

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TI005 DB 85		COMP LEAVE		DATE: XX/XX/XX	
SSN:		& COMP-OTH-RT		TIME: 10021031	
AGENCY:				PAGE: 0001	
SCREEN OPT: 05				LAST-UPDATE BY:	
ERROR-CODE	0	PRIOR-YR-BAL			+0000.00
FORFEITED	+0016.00	PRIOR-YR-BAL2			+0000.00
EARNED-YTD	+0000.00	LEAVE-USED-RELIG-OBSER-YTD			+0000.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER			+0000.00
TOTAL-CURRENT-BAL	+0000.00	COMP-LV-CHANGED-DATE			

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
95 04 10.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

COMP-LV AND COMP-OTH-RATE ADJUSTED

RESPONSES

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 12. TINQ Program 05 (After Entering The Increase In Compensatory Leave Forfeited)

Press [Enter]. The Forfeited field displays **16** hours (Figure 12).

Reducing Compensatory Leave Forfeited (Example 2). In Pay Period 5 of 1995, the employee forfeited a total of 11 hours of compensatory leave. There are 16 hours shown as forfeited in TINQ Program 05 (see Figure 13). The forfeited hours must be reduced by 5 hours.

To reduce the hours, complete the fields as follows (see Figure 14):

- 1 Yr. Key in **95**.
- 2 PP. Key in **05**.
- 3 Rate. Key in **10.00**.
- 4 Hours. Change the plus (+) sign to a minus (-) sign and key in **5**.
- 5 Ind. Key in **F**.

Press [Enter]. The Forfeited field displays **11** hours and the Prior-Yr-Bal field displays **5** hours (Figure 15).

TI005 DB 85		COMP LEAVE		DATE: XX/XX/XX	
SSN:		& COMP-OTH-RT		TIME: 10021031	
AGENCY:				PAGE: 0001	
SCREEN OPT: 05				LAST-UPDATE BY:	
ERROR-CODE	0	PRIOR-YR-BAL			+0000.00
FORFEITED	+0016.00	PRIOR-YR-BAL2			+0000.00
EARNED-YTD	+0000.00	LEAVE-USED-RELIG-OBSER-YTD			+0000.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER			+0000.00
TOTAL-CURRENT-BAL	+0000.00	COMP-LV-CHANGED-DATE			

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
95 03 10.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

RESPONSES

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 13. TINQ Program 05 (Before Reducing Compensatory Leave Forfeited)

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TI005 DB 85 SSN: AGENCY: SCREEN OPT: 05	COMP LEAVE & COMP-OTH-RT	DATE: XX/XX/XX TIME: 10021031 PAGE: 0001 LAST-UPDATE BY:
ERROR-CODE 0	PRIOR-YR-BAL	+0000.00
FORFEITED +0016.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD +0000.00	COMP-LV-BAL-REL-OBSER	+0000.00
TOTAL-CURRENT-BAL +0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

	1 2 3 4 5	
YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
95 03 10.00 +000.00	95 05 10.00 -005.00 F	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

RESPONSES

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 14. TINQ Program 05 (After Keying In The Reduction In Compensatory Leave Forfeited)

TI005 DB 85 SSN: AGENCY: SCREEN OPT: 05	COMP LEAVE & COMP-OTH-RT	DATE: XX/XX/XX TIME: 10021031 PAGE: 0001 LAST-UPDATE BY:
ERROR-CODE 0	PRIOR-YR-BAL	+0005.00
FORFEITED +0011.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD +0000.00	COMP-LV-BAL-REL-OBSER	+0000.00
TOTAL-CURRENT-BAL +0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
94 05 10.00 +005.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

COMP-LV AND COMP-OTH-RATE ADJUSTED

RESPONSES

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 15. TINQ Program 05 (After Entering The Reduction In Compensatory Leave Forfeited)

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Increasing Compensatory Leave Earned (Example 3).

The employee had 16 hours of compensatory leave showing on the data base (see **Figure 16**). The balance should be 40 hours. The Earned–YTD balance must be increased by 24 hours. **Note:** To increase the Earned–YTD field, there must be an existing compensatory

leave record. Tab to the record containing the year and pay period to be corrected.

Tab past the Yr, PP, and Rate fields. Enter **40** in the Hours field and leave the Ind field blank (see **Figure 17**).

```

TI005 DB 85                                COMP LEAVE                                DATE: XX/XX/XX
SSN:                                       & COMP-OTH-RT                                TIME: 10021031
AGENCY:                                       PAGE: 0001
SCREEN OPT: 05                                LAST-UPDATE BY:

ERROR-CODE                                0                                PRIOR-YR-BAL                                +0000.00
FORFEITED                                +0000.00                                PRIOR-YR-BAL2                                +0000.00
EARNED-YTD                                +0016.00                                LEAVE-USED-RELIG-OBSER-YTD                                +0000.00
USED-YTD                                +0000.00                                COMP-LV-BAL-REL-OBSER                                +0000.00
TOTAL-CURRENT-BAL                                +0016.00                                COMP-LV-CHANGED-DATE

                                RATE RECORDS

YR PP RATE HOURS IND                                YR PP RATE HOURS IND                                YR PP RATE HOURS IND
95 06 10.00 +016.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00

----- RESPONSES -----
CLEAR = EXIT                                ENTER = INQUIRE/UPDATE                                PF1 = MENU
PF7 = BACKWARD                                PF5 = REFRESH/ENTER NEW SSNO                                PF8 = FORWARD

```

Figure 16. TINQ Program 05 (Before Increasing Compensatory Leave Earned)

```

TI005 DB 85                                COMP LEAVE                                DATE: XX/XX/XX
SSN:                                       & COMP-OTH-RT                                TIME: 10021031
AGENCY:                                       PAGE: 0001
SCREEN OPT: 05                                LAST-UPDATE BY:

ERROR-CODE                                0                                PRIOR-YR-BAL                                +0000.00
FORFEITED                                +0000.00                                PRIOR-YR-BAL2                                +0000.00
EARNED-YTD                                +0016.00                                LEAVE-USED-RELIG-OBSER-YTD                                +0000.00
USED-YTD                                +0000.00                                COMP-LV-BAL-REL-OBSER                                +0000.00
TOTAL-CURRENT-BAL                                +0016.00                                COMP-LV-CHANGED-DATE

                                RATE RECORDS

YR PP RATE HOURS IND                                YR PP RATE HOURS IND                                YR PP RATE HOURS IND
95 06 10.00 +040.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00
00 00 00.00 +000.00                                00 00 00.00 +000.00                                00 00 00.00 +000.00

----- RESPONSES -----
CLEAR = EXIT                                ENTER = INQUIRE/UPDATE                                PF1 = MENU
PF7 = BACKWARD                                PF5 = REFRESH/ENTER NEW SSNO                                PF8 = FORWARD

```

Figure 17. TINQ Program 05 (After Keying In The Increase In Compensatory Leave Earned)

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Figure 18. Tinq Program 05 *(After Entering The Increase In Compensatory Leave Earned)*

field, there must be an existing compensatory leave record. ¶ Tab to the record containing the year and pay period to be reduced.

Tab past the Yr, PP, and Rate fields. Enter 0 in the Hours field and leave the Ind field blank (see **Figure 20**).

Press [Enter]. The Earned-YTD and Total-Current-Bal fields display **0** hours (**Figure 21**).

Figure 19. TING Program 05 (Before Reducing Compensatory Leave Earned)

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TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:

ERROR-CODE	0	PRIOR-YR-BAL	+0000.00
FORFEITED	+0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD	+0005.00	LEAVE-USED-RELIG-OBSER-YTD	+0000.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER	+0000.00
TOTAL-CURRENT-BAL	+0005.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
95 04 10.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

----- RESPONSES -----

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 20. TINQ Program 05 (After Keying In The Reduction In Compensatory Leave Earned)

TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:

ERROR-CODE	0	PRIOR-YR-BAL	+0000.00
FORFEITED	+0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD	+0000.00	LEAVE-USED-RELIG-OBSER-YTD	+0000.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER	+0000.00
TOTAL-CURRENT-BAL	+0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
95 04 10.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

COMP-OTH-RT RECORD UPDATED

----- RESPONSES -----

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 21. TINQ Program 05 (After Entering The Reduction In Compensatory Leave Earned)

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Increasing Compensatory Leave Used (Example 5). A corrected T&A reflecting 8 hours of used compensatory leave in Pay Period 7 of 1995 was not updated in the data base. The employee used 8 additional hours of compensatory leave. The used hours must be increased by 8 (see **Figure 22**).

To increase the Used-YTD field, tab to the first rate record containing zeros in all fields and complete the fields as follows (see **Figure 23**):

- 1** Yr. Key in **95**.
- 2** PP. Key in **07**.
- 3** Rate. Key in **10.00**.
- 4** Hours. Key in **8**.
- 5** Ind. Key in **U**.

```

TI005  DB 85                      COMP LEAVE          DATE: XX/XX/XX
SSN:                                & COMP-OTH-RT       TIME: 10021031
AGENCY:                             PAGE: 0001
SCREEN OPT: 05                      LAST-UPDATE BY:

ERROR-CODE      0                PRIOR-YR-BAL          +0000.00
FORFEITED        +0000.00        PRIOR-YR-BAL2         +0000.00
EARNED-YTD       +0020.00        LEAVE-USED-RELIG-OBSER-YTD  +000.00
USED-YTD         +0008.00        COMP-LV-BAL-REL-OBSER   +0000.00
TOTAL-CURRENT-BAL +0012.00        COMP-LV-CHANGED-DATE

                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 07 10.00 +012.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00

----- RESPONSES -----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO          PF8 = FORWARD
  
```

Figure 22. TINQ Program 05 (Before Increasing Compensatory Leave Used)

```

TI005  DB 85                      COMP LEAVE          DATE: XX/XX/XX
SSN:                                & COMP-OTH-RT       TIME: 10021031
AGENCY:                             PAGE: 0001
SCREEN OPT: 05                      LAST-UPDATE BY:

ERROR-CODE      0                PRIOR-YR-BAL          +0000.00
FORFEITED        +0000.00        PRIOR-YR-BAL2         +0000.00
EARNED-YTD       +0020.00        LEAVE-USED-RELIG-OBSER-YTD  +000.00
USED-YTD         +0008.00        COMP-LV-BAL-REL-OBSER   +0000.00
TOTAL-CURRENT-BAL +0012.00        COMP-LV-CHANGED-DATE

                                RATE RECORDS
                                1  2  3  4  5
YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 04 10.00 +012.00    95 07 10.00 +008.00 U    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00

----- RESPONSES -----
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO          PF8 = FORWARD
  
```

Figure 23. TINQ Program 05 (After Keying In The Increase In Compensatory Leave Used)

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```

TI005  DB 85                      COMP LEAVE                      DATE: XX/XX/XX
SSN:                                & COMP-OTH-RT                TIME: 10021031
AGENCY:                             LAST-UPDATE BY:          PAGE: 0001
SCREEN OPT: 05
ERROR-CODE      0                PRIOR-YR-BAL                +0000.00
FORFEITED       +0000.00         PRIOR-YR-BAL2              +0000.00
EARNED-YTD      +0020.00         LEAVE-USED-RELIG-OBSER-YTD  +000.00
USED-YTD        +0016.00         COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL +0004.00       COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 07 10.00 +004.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
COMP-LV AND COMP-OTH-RATE ADJUSTED

-----
RESPONSES
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO          PF8 = FORWARD

```

Figure 24. TINQ Program 05 (After Entering The Increase In Compensatory Leave Used)

Press [Enter]. The Used-YTD field displays 16 hours and the Total-Current-Bal field displays 4 hours (Figure 24).

Reducing Compensatory Leave Used (Example 6). After preparing a leave audit, it was determined that an employee had only used a total of 16 hours of compensatory leave in Pay Period 8 of 1995. Twenty hours had erroneously been reported on the T&A. The hours used must be reduced by 4 (see Figure 25).

Tab to the first rate record containing zeros in all fields and complete the fields as follows (see Figure 26):

1 Yr. Key in 95.

2 PP. Key in 08.

3 Rate. Key in 10.00.

4 Hours. Change the plus (+) sign to a minus (-) sign and key in 4.

5 Ind. Key in U.

Press [Enter]. The Used-YTD field displays 16 hours and the Total-Current-Bal field displays 4 hours (Figure 27).

```

TI005  DB 85                      COMP LEAVE                      DATE: XX/XX/XX
SSN:                                & COMP-OTH-RT                TIME: 10021031
AGENCY:                             LAST-UPDATE BY:          PAGE: 0001
SCREEN OPT: 05
ERROR-CODE      0                PRIOR-YR-BAL                +0000.00
FORFEITED       +0000.00         PRIOR-YR-BAL2              +0000.00
EARNED-YTD      +0020.00         LEAVE-USED-RELIG-OBSER-YTD  +000.00
USED-YTD        +0020.00         COMP-LV-BAL-REL-OBSER      +0000.00
TOTAL-CURRENT-BAL +0000.00       COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 06 10.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
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00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
COMP-LV AND COMP-OTH-RATE ADJUSTED

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RESPONSES
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO          PF8 = FORWARD

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Figure 25. TINQ Program 05 (Before Reducing Compensatory Leave Used)

Payroll/Personnel Manual
Time And Attendance Procedures
Time Inquiry – Leave Update System

Title I
Chapter 7
Section 4

TI005 DB 85 SSN: AGENCY: SCREEN OPT: 05	COMP LEAVE & COMP-OTH-RT	DATE: XX/XX/XX TIME: 10021031 PAGE: 0001 LAST-UPDATE BY:
ERROR-CODE 0	PRIOR-YR-BAL	+0000.00
FORFEITED +0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0020.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD +0020.00	COMP-LV-BAL-REL-OBSER	+0000.00
TOTAL-CURRENT-BAL +0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

	<div style="display: inline-block; border: 1px solid black; padding: 2px;">1</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">2</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">3</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">4</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">5</div>	
YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
95 06 10.00 +000.00	95 08 10.00 -004.00 U	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
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00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

----- RESPONSES -----

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 26. TINQ Program 05 (After Keying In The Reduction In Compensatory Leave Used)

TI005 DB 85 SSN: AGENCY: SCREEN OPT: 05	COMP LEAVE & COMP-OTH-RT	DATE: XX/XX/XX TIME: 10021031 PAGE: 0001 LAST-UPDATE BY:
ERROR-CODE 0	PRIOR-YR-BAL	+0000.00
FORFEITED +0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0020.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD +0016.00	COMP-LV-BAL-REL-OBSER	+0000.00
TOTAL-CURRENT-BAL +0004.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
95 06 10.00 +000.00	95 08 10.00 +004.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

COMP-OTH-RT RECORD ADDED

----- RESPONSES -----

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 27. TINQ Program 05 (After Entering The Reduction In Compensatory Leave Used)

Payroll/Personnel Manual

Time And Attendance Procedures

Time Inquiry – Leave Update System

Increasing Religious Compensatory Leave Taken (Example 7). After preparing a leave audit, it was determined that an employee had used a total of 16 hours of religious compensatory leave in Pay Period 10 of 1995 but only 12 hours were reported on the T&A. The used hours must be increased by 4 (see **Figure 28**).

To increase the Leave-Used-Relig-Obser-YTD field, tab to the first rate record containing zeros in all fields and complete the fields as follows (see **Figure 29**):

1 Yr. Key in **95**.

2 PP. Key in **10**.

3 Rate. Key in **10.00**.

4 Hours. Key in **4**.

5 Ind. Key in **R**.

Press [Enter]. The message *Enter "E" For Religious Earned, "T" For Religious Used* is displayed.

Enter **T** in the Ind field to increase the leave used balance (**Figure 30**).

Press [Enter]. The Leave-Used-Relig-Obser-YTD field displays **16** hours (**Figure 31**).

TI005 DB 85		COMP LEAVE		DATE: XX/XX/XX	
SSN:		& COMP-OTH-RT		TIME: 10021031	
AGENCY:				PAGE: 0001	
SCREEN OPT: 05				LAST-UPDATE BY:	
ERROR-CODE	0	PRIOR-YR-BAL		+0000.00	
FORFEITED	+0000.00	PRIOR-YR-BAL2		+0000.00	
EARNED-YTD	+0020.00	LEAVE-USED-RELIG-OBSER-YTD		+012.00	
USED-YTD	+0016.00	COMP-LV-BAL-REL-OBSER		+0000.00	
TOTAL-CURRENT-BAL	+0004.00	COMP-LV-CHANGED-DATE			

RATE RECORDS

YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND
95	10	10.00	+000.00		95	07	10.00	+004.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	

RESPONSES

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 28. TINQ Program 05 (Before Increasing Religious Compensatory Leave Taken)

TI005 DB 85		COMP LEAVE		DATE: XX/XX/XX	
SSN:		& COMP-OTH-RT		TIME: 10021031	
AGENCY:				PAGE: 0001	
SCREEN OPT: 05				LAST-UPDATE BY:	
ERROR-CODE	0	PRIOR-YR-BAL		+0000.00	
FORFEITED	+0000.00	PRIOR-YR-BAL2		+0000.00	
EARNED-YTD	+0020.00	LEAVE-USED-RELIG-OBSER-YTD		+012.00	
USED-YTD	+0016.00	COMP-LV-BAL-REL-OBSER		+0000.00	
TOTAL-CURRENT-BAL	+0004.00	COMP-LV-CHANGED-DATE			

RATE RECORDS

YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND
95	07	10.00	+000.00		95	10	10.00	+004.00		95	10	10.00	+004.00	R
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	

ENTER "E" FOR RELIGIOUS EARNED, "T" FOR RELIGIOUS USED

RESPONSES

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 29. TINQ Program 05 (After Keying In The Increase In Religious Compensatory Leave Taken)

Payroll/Personnel Manual
Time And Attendance Procedures
Time Inquiry – Leave Update System

Title I
Chapter 7
Section 4

TI005 DB 85 SSN: AGENCY: SCREEN OPT: 05	COMP LEAVE & COMP-OTH-RT	DATE: XX/XX/XX TIME: 10021031 PAGE: 0001 LAST-UPDATE BY:																																																																																																																																																																																				
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Figure 30. TINQ Program 05 (After Changing The Indicator Field For Religious Compensatory Leave Taken)

TI005 DB 85 SSN: AGENCY: SCREEN OPT: 05	COMP LEAVE & COMP-OTH-RT	DATE: XX/XX/XX TIME: 10021031 PAGE: 0001 LAST-UPDATE BY:																																																																																																																																																																																				
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Figure 31. TINQ Program 05 (After Entering The Increase In Religious Compensatory Leave Taken)

Payroll/Personnel Manual

Time And Attendance Procedures

Time Inquiry – Leave Update System

Reducing Religious Compensatory Leave Taken (Example 8). After preparing a leave audit, it was determined that an employee had only used a total of 12 hours of religious compensatory leave in Pay Period 11 of 1995 but 16 hours were erroneously reported on the T&A. The hours used must be reduced by 4 (see **Figure 32**).

Tab to the first rate record containing zeros in all fields and complete the fields as follows (see **Figure 33**):

1 Yr. Key in **95**.

2 PP. Key in **11**.

3 Rate. Key in **10.00**.

4 Hours. Change the plus (+) sign to a minus (–) sign and key in **4**.

5 Ind. Key in **R**.

Press [Enter]. The message *Enter “E” For Religious Earned, “T” For Religious Used* is displayed.

Enter **T** in the Ind field to increase the leave used balance (**Figure 34**).

Press [Enter]. The Leave–Used–Relig–Obser–YTD field displays **12** hours and the Comp–Lv–Bal–Rel–Obser field displays **16** hours (**Figure 35**).

TI005 DB 85		COMP LEAVE		DATE: XX/XX/XX	
SSN:		& COMP-OTH-RT		TIME: 10021031	
AGENCY:				PAGE: 0001	
SCREEN OPT: 05				LAST-UPDATE BY:	

ERROR-CODE	0	PRIOR-YR-BAL	+0000.00
FORFEITED	+0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD	+0020.00	LEAVE-USED-RELIG-OBSER-YTD	+016.00
USED-YTD	+0016.00	COMP-LV-BAL-REL-OBSER	+0012.00
TOTAL-CURRENT-BAL	+0004.00	COMP-LV-CHANGED-DATE	

RATE RECORDS														
YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND
95	07	10.00	+000.00		95	10	10.00	+004.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	

RESPONSES		
CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 32. TING Program 05 (Before Reducing Religious Compensatory Leave Taken)

TI005 DB 85		COMP LEAVE		DATE: XX/XX/XX	
SSN:		& COMP-OTH-RT		TIME: 10021031	
AGENCY:				PAGE: 0001	
SCREEN OPT: 05				LAST-UPDATE BY:	

ERROR-CODE	0	PRIOR-YR-BAL	+0000.00
FORFEITED	+0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD	+0020.00	LEAVE-USED-RELIG-OBSER-YTD	+016.00
USED-YTD	+0016.00	COMP-LV-BAL-REL-OBSER	+0012.00
TOTAL-CURRENT-BAL	+0004.00	COMP-LV-CHANGED-DATE	

RATE RECORDS														
YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND
95	07	10.00	+000.00		95	10	10.00	+004.00		95	11	10.00	-004.00	R
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	

RESPONSES		
CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 33. TING Program 05 (After Keying In The Reduction In Religious Compensatory Leave Taken)

Payroll/Personnel Manual

Time And Attendance Procedures

Time Inquiry – Leave Update System

Title I
Chapter 7
Section 4

```

TI005  DB 85                      COMP LEAVE                      DATE: XX/XX/XX
SSN:                               & COMP-OTH-RT                 TIME: 10021031
AGENCY:                           PAGE: 0001
SCREEN OPT: 05                     LAST-UPDATE BY:

ERROR-CODE      0                PRIOR-YR-BAL                  +0000.00
FORFEITED        +0000.00        PRIOR-YR-BAL2                +0000.00
EARNED-YTD       +0020.00        LEAVE-USED-RELIG-OBSER-YTD    +016.00
USED-YTD         +0016.00        COMP-LV-BAL-REL-OBSER       +0012.00
TOTAL-CURRENT-BAL +0004.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 07 10.00 +000.00    95 10 10.00 +004.00    95 11 10.00 -004.00 T
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
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                                RESPONSES
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO          PF8 = FORWARD

```

Figure 34. TINQ Program 05 (After Changing The Indicator Field For Religious Compensatory Leave Taken)

```

TI005  DB 85                      COMP LEAVE                      DATE: XX/XX/XX
SSN:                               & COMP-OTH-RT                 TIME: 10021031
AGENCY:                           PAGE: 0001
SCREEN OPT: 05                     LAST-UPDATE BY:

ERROR-CODE      0                PRIOR-YR-BAL                  +0000.00
FORFEITED        +0000.00        PRIOR-YR-BAL2                +0000.00
EARNED-YTD       +0020.00        LEAVE-USED-RELIG-OBSER-YTD    +012.00
USED-YTD         +0016.00        COMP-LV-BAL-REL-OBSER       +0016.00
TOTAL-CURRENT-BAL +0004.00        COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND  YR PP  RATE  HOURS IND
95 07 10.00 +000.00    95 10 10.00 +004.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
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00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
00 00 00.00 +000.00    00 00 00.00 +000.00    00 00 00.00 +000.00
COMP-LV RECORD UPDATED
-----
                                RESPONSES
CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO          PF8 = FORWARD

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Figure 35. TINQ Program 05 (After Entering The Reduction In Religious Compensatory Leave Taken)

Payroll/Personnel Manual

Time And Attendance Procedures

Time Inquiry – Leave Update System

Increasing Religious Compensatory Leave Earned (Example 9). After preparing a leave audit in Pay Period 13 of 1995, it was determined that an employee should have a balance of 16 hours of religious compensatory leave but the data base reflects a balance of 8 hours (see **Figure 36**).

Tab to the first rate record containing zeros in all fields and complete the fields as follows (see **Figure 37**):

1 Yr. Key in **95**.

2 PP. Key in **13**.

3 Rate. Key in **10.00**.

4 Hours. Key in **8**.

5 Ind. Key in **R**.

Press [Enter]. The message *Enter "E" For Religious Earned, "T" For Religious Used* is displayed.

Enter **E** in the Ind field to increase the balance (**Figure 38**).

Press [Enter]. The Comp-Lv-Bal-Rel-Obser field displays **16** hours (**Figure 39**).

TI005 DB 85		COMP LEAVE		DATE: XX/XX/XX	
SSN:		& COMP-OTH-RT		TIME: 10021031	
AGENCY:				PAGE: 0001	
SCREEN OPT: 05				LAST-UPDATE BY:	

ERROR-CODE	0	PRIOR-YR-BAL	+0000.00
FORFEITED	+0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD	+0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER	+0008.00
TOTAL-CURRENT-BAL	+0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
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00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

RESPONSES

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 36. TINQ Program 05 (Before Increasing Religious Compensatory Leave Earned)

TI005 DB 85		COMP LEAVE		DATE: XX/XX/XX	
SSN:		& COMP-OTH-RT		TIME: 10021031	
AGENCY:				PAGE: 0001	
SCREEN OPT: 05				LAST-UPDATE BY:	

ERROR-CODE	0	PRIOR-YR-BAL	+0000.00
FORFEITED	+0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD	+0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER	+0008.00
TOTAL-CURRENT-BAL	+0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
95 13 10.00 +008.00 R	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

ENTER "E" FOR RELIGIOUS EARNED, "T" FOR RELIGIOUS USED

RESPONSES

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 37. TINQ Program 05 (After Keying In The Increase In Religious Compensatory Leave Earned)

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TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:

ERROR-CODE 0	PRIOR-YR-BAL	+0000.00
FORFEITED +0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD +0000.00	COMP-LV-BAL-REL-OBSER	+0008.00
TOTAL-CURRENT-BAL +0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
95 13 10.00 +008.00 E	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

----- RESPONSES -----

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 38. TINQ Program 05 (After Changing The Indicator Field For Religious Compensatory Leave Earned)

TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:

ERROR-CODE 0	PRIOR-YR-BAL	+0000.00
FORFEITED +0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD +0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD +0000.00	COMP-LV-BAL-REL-OBSER	+0016.00
TOTAL-CURRENT-BAL +0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

COMP-LV RECORD UPDATED

----- RESPONSES -----

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 39. TINQ Program 05 (After Entering The Increase In Religious Compensatory Leave Earned)

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Reducing Religious Compensatory Leave Earned (Example 10). A corrected T&A for a prior pay period (Pay Period 3 of 1995) reflecting 4 hours of used religious compensatory time was not processed in the system. The employee should have a balance of 16 hours of religious compensatory leave but the data base balance is 20 hours (see **Figure 40**).

Tab to the first rate record with zeros in all fields and complete the fields as follows (see **Figure 41**):

1 Yr. Key in **95**.

2 PP. Key in **03**.

3 Rate. Key in **10.00**.

4 Hours. Change the plus (+) sign to a minus (–) sign and key in **4**.

5 Ind. Key in **R**.

Press [Enter]. The message *Enter “E” For Religious Earned, “T” For Religious Used* is displayed.

Enter **E** in the Ind field to reduce the balance (**Figure 42**).

Press [Enter]. The Comp–Lv–Bal–Rel–Obser field displays **16** hours (**Figure 43**).

TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:

ERROR-CODE	0	PRIOR-YR-BAL	+0000.00
FORFEITED	+0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD	+0000.00	LEAVE-USED-RELIG-OBSER-YTD	+0000.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER	+0020.00
TOTAL-CURRENT-BAL	+0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

RESPONSES

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 40. TINQ Program 05 (Before Reducing Religious Compensatory Leave Earned)

TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:

ERROR-CODE	0	PRIOR-YR-BAL	+0000.00
FORFEITED	+0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD	+0000.00	LEAVE-USED-RELIG-OBSER-YTD	+0000.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER	+0020.00
TOTAL-CURRENT-BAL	+0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR PP RATE HOURS IND	YR PP RATE HOURS IND	YR PP RATE HOURS IND
95 03 10.00 -004.00 R	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00
00 00 00.00 +000.00	00 00 00.00 +000.00	00 00 00.00 +000.00

ENTER "E" FOR RELIGIOUS EARNED, "T" FOR RELIGIOUS USED

RESPONSES

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 41. TINQ Program 05 (After Keying In The Reduction In Religious Compensatory Leave Earned)

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TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:

ERROR-CODE	0	PRIOR-YR-BAL	+0000.00
FORFEITED	+0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD	+0000.00	LEAVE-USED-RELIG-OBSER-YTD	+000.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER	+0020.00
TOTAL-CURRENT-BAL	+0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND
95	03	10.00	-004.00	E	00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	

----- RESPONSES -----

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 42. TINQ Program 05 (After Changing The Indicator Field For Religious Compensatory Leave Earned)

TI005 DB 85	COMP LEAVE	DATE: XX/XX/XX
SSN:	& COMP-OTH-RT	TIME: 10021031
AGENCY:		PAGE: 0001
SCREEN OPT: 05		LAST-UPDATE BY:

ERROR-CODE	0	PRIOR-YR-BAL	+0000.00
FORFEITED	+0000.00	PRIOR-YR-BAL2	+0000.00
EARNED-YTD	+0000.00	LEAVE-USED-RELIG-OBSER-YTD	+004.00
USED-YTD	+0000.00	COMP-LV-BAL-REL-OBSER	+0016.00
TOTAL-CURRENT-BAL	+0000.00	COMP-LV-CHANGED-DATE	

RATE RECORDS

YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND	YR	PP	RATE	HOURS	IND
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	
00	00	00.00	+000.00		00	00	00.00	+000.00		00	00	00.00	+000.00	

COMP-LV RECORD UPDATED

----- RESPONSES -----

CLEAR = EXIT	ENTER = INQUIRE/UPDATE	PF1 = MENU
PF7 = BACKWARD	PF5 = REFRESH/ENTER NEW SSNO	PF8 = FORWARD

Figure 43. TINQ Program 05 (After Entering The Reduction In Religious Compensatory Leave Earned)

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Home Shore Leave

Home Shore Leave is Program 06 on the TINQ menu. This program is used to query, modify, or add home and/or shore leave records.

To select this program, at the TINQ menu, key in **06** at the *Please Enter Selection* prompt and press [Enter]. The Home Shore Leave screen (**Figure 44**) is displayed.

To query, modify, or add a record, complete the fields as follows:

1 SSNO (*required, numeric field; 9 positions*). Key in the employee's social security number and press [Enter].

The Home Shore Leave record for the social security number entered is displayed.

2 Agency (*conditional, alphanumeric field; 2 positions*). The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press [Enter].

3 Screen Opt (*conditional, numeric field; 2 positions*). The program number **06** is system generated. Complete this field with the next program desired after all changes and/or additions are made.

4 Last Update By (*no-entry field*). This field indicates the identification number of the person last updating the leave data.

To modify or add a record, complete the applicable fields as follows:

5 Home-Lv-Current-Bal (*no-entry field*). This field is system generated and indicates the number of hours of home leave to the credit of the employee as of the current (or prior) pay period (depending on the time of pay period processing) of the current year.

6 Shore-Lv-Current-Bal (*no-entry field*). This field is system generated and indicates the number of hours of shore leave to the credit of the employee as of the current (or prior) pay period (depending on the time of pay period processing) of the current year.

7 Home-Lv-Carryover-Bal (*numeric field; 6 positions*). Key in the number of hours of home leave carried forward from the previous year.

8 Shore-Lv-Carryover-Bal (*numeric field; 6 positions*). Key in the number of hours of shore leave carried forward from the previous year.

9 Home-Lv-Used-YTD (*numeric field; 6 positions*). Key in the total of home leave hours used during the current leave year.

10 Shore-Lv-Used-YTD (*numeric field; 6 positions*). Key in the total shore leave hours used during the current leave year.

11 Home-Lv-Accruals-YTD (*numeric field; 3 positions*). Key in the total home leave hours accrued during the current leave year.

12 Shore-Lv-Accruals-YTD (*numeric field; 3 positions*). Key in the total shore leave hours accrued during the current leave year.

TI006		HOME SHORE LEAVE		DATE: XX/XX/XX	
DB 85				TIME: 15350261	
SSNO: 1					
AGENCY: 2				LAST UPDATE BY: 4	
SCREEN OPT: 06 3					
5	HOME-LV-CURRENT-BAL	+0000.00	6	SHORE-LV-CURRENT-BAL	+0000.00
7	HOME-LV-CARRYOVER-BAL	+0000.00	8	SHORE-LV-CARRYOVER-BAL	+0000.00
9	HOME-LV-USED-YTD	+0000.00	10	SHORE-LV-USED-YTD	+0000.00
11	HOME-LV-ACCRUALS-YTD	+000	12	SHORE-LV-ACCRUALS-YTD	+000
13	ANNL-45-DAY-CARRY	+0000.00			
14	ANNL-45-DAY-CODE				
HOME-SHORE-LV RECORD ADDED					
----- RESPONSES -----					
PF1 = MENU		ENTER = INQUIRE/UPDATE		CLEAR = EXIT	

Figure 44. Home Shore Leave Screen

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[13] Ann-45-Day-Carry (*numeric field; 6 positions*). Key in the number of hours an employee stationed at an overseas or foreign duty post is entitled to carry forward from one leave year to another. The maximum annual leave accumulation is 45 days.

[14] Ann-45-Day-Code (*alpha field; 1 position*). Key in *Y* (yes) or *N* (no) to indicate whether or not the employee is entitled to carry forward from one leave year to another a maximum of 45 days of annual leave.

After keying in the data, press [Enter]. The Home Shore Leave record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, key in the social security number directly over the one displayed and press [Enter].
- To access another program, key in the program number in the Screen Opt field and press [Enter].

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Annual Leave Restored

Annual Leave Restored is Program 07 on the TINQ menu. This program is used to query, modify, or add records to restore annual leave that was forfeited by an employee because of public exigency, sickness, or administrative error. This program is also updated when data is entered in PRES Document Type 165, Authorization For Restored Annual Leave.

To select this program, at the TINQ menu, key in **07** at the Please Enter Selection prompt and press [Enter]. The Annual Leave Restored screen (**Figure 45**) is displayed.

To query, modify, or add a record, complete the fields as follows:

1 SSNO (*required, numeric field; 9 positions*). Key in the employee's social security number and press [Enter].

The Annual Leave Restored record for the social security number entered is displayed.

2 Agency (*conditional, alphanumeric field; 2 positions*). The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code of the record you want to query, modify, or add and press [Enter].

3 Screen Opt (*conditional, numeric field; 2 positions*). The program number 07 is system generated. Complete this field with the next program desired after all changes and/or additions are made.

4 Last Update By (*no-entry field*). This field indicates the identification number of the person last updating the leave data.

To modify or add a record, complete the applicable fields as follows:

5 Exceed Max Ind (*conditional, alpha field; 3 positions*). Key in **Yes** if restored annual leave exceeds the maximum hours an employee earns in the leave year.

There are three sets of Rest-Year and Rest-Hrs Fields. The message board on the screen displays the amount of time remaining to use the restored annual leave.

Complete the applicable set(s) as follows:

6 Rest-Year (*numeric field; 2 positions*). Key in the last two digits of the year in which the annual leave was restored.

The year is used to project the temporary period during which the restored leave must be scheduled and used, or otherwise forfeited.

Note 1: TINQ does not allow entry of the current year. Use PRES Document Type 165 to add, change, or delete restored annual leave hours for the current leave year. Use TINQ to add, change, or delete restored annual leave hours for prior years.

Note 2: Do not enter the same year in more than one Rest-Year field.

7 Rest-Hrs (*numeric field; 5 positions*). Key in the total number of annual leave restored hours.

8 Rest-Forfeited (*numeric field; 5 positions*). Key in the number of annual leave restored hours which have been forfeited.

```

TIO07                                ANNUAL LEAVE RESTORED                                DATE: XX/XX/XX
DB 85                                TIME: 15352536
SSNO: 1
AGENCY: 2
SCREEN OPT: 07 3

6 REST-YEAR                                00
7 REST-HRS                                +000.00
                                           *****
                                           * LEAVE                                *
                                           * YR 94 :3 YRS REMAINING TO USE REST-HRS *
                                           * YR 93 :2 YRS REMAINING TO USE REST-HRS *
                                           * YR 92 :1 YR  REMAINING TO USE REST-HRS *
                                           *
                                           *****

REST-YEAR                                00
REST-HRS                                +000.00

REST-YEAR                                00
REST-HRS                                +000.00

8 REST-FORFEITED                          +000.00

ANN-LV-REST RECORD ADDED
-----
PF1 = MENU                                RESPONSES                                CLEAR = EXIT
ENTER = INQUIRE/UPDATE

```

Figure 45. Annual Leave Restored Screen

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After keying in the data, press [Enter]. The Annual Leave Restored record is updated. The Last Update By field displays the identification number of the person last updating the leave data.

- To access another record, key in the social security

number directly over the one displayed and press [Enter].

- To access another program, key in the program number in the Screen Opt field and press [Enter].

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Time Off Awards

Time Off Awards is Program 08 on the TINA menu. This program is used only to modify time off hours **used** or query time off records that have already been added through PACT. It cannot be used to add time off hours granted to an employee.

To select this program, at the TINA menu, key in **08** at the Please Enter Selection prompt and press [Enter]. The Total Time Off & Time Off Awards screen (Figure 46) is displayed.

To modify or query a record, complete the fields as follows:

1 SSNO (required, numeric field; 9 positions). Key in the employee's social security number and press [Enter].

The Total Time Off & Time Off Awards record for the selected social security number is displayed showing data from the employee's T&A or personnel action, as applicable.

2 Agency (conditional, alphanumeric field; 2 positions). The agency code is system generated. If the employee has a dual appointment and the agency displayed is not the applicable one, key in the agency code for the applicable record and press [Enter].

3 Page (no-entry field). The program page number is system generated. If the record contains more than one page, press [PF8] to scroll forward or press [PF7] to scroll backward.

4 Screen Opt (conditional, numeric field; 2 positions). The program number 08 is system generated. Complete this field with the next program desired after all changes are made.

5 Total Time Off Hours (no-entry field). This field is system generated and indicates the total time off hours available.

6 Yr (no-entry field). This field is system generated and indicates the year the time off award was granted.

7 PP (no-entry field). This field is system generated and indicates the pay period the time off award was granted.

8 Hours (no-entry field). This field is system generated and indicates the number of time off hours granted for the pay period shown.

9 Used (numeric field; 6 positions). This field is system generated and indicates the number of time off award hours used for the pay period number shown. **This is the only field that can be changed.** Key in the correct number of hours.

Note: When cancelling an award, update TINA Program 08 before entering the cancellation action.

10 Balance (no-entry field). This field is system generated based on changes made to the Used field.

11 Forfeit (no-entry field). This field is system generated and indicates the hours forfeited. **Note:** Time off award hours are forfeited if not used within 1 year.

TI008 DB 0061
SSN: **1**
AGENCY: **2**
SCREEN OPT: 08 **4**

DATE: XX/XX/XX
TIME: 13141283
PAGE: 0001 **3**

TOTAL TIME OFF
& TIME OFF AWARDS

5 TOTAL-TIME-OFF-HOURS +000.00

YR	PP	HOURS	USED	BALANCE	FORFEIT	CHANGE ID	CHANGE DATE
6	7	8	9	10	11	12	13

----- RESPONSES -----
 CLEAR = EXIT ENTER = INQUIRE/UPDATE PF1 = MENU
 PF7 = BACKWARD PF5 = REFRESH/ENTER NEW SSNO PF8 = FORWARD

Figure 46. Total Time Off & Time Off Awards Screen

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[12] Change ID (*no-entry field*). This field is system generated and indicates the user ID (user identification number) of the last person updating the time off record.

[13] Change Date (*no-entry field*). This field is system generated and indicates the date the last change was made to an employee's time off record.

After keying in the data, press [Enter]. The modified

Total Time Off & Time Off Awards record is displayed.

- To access another record, key in the social security number directly over the one displayed and press [Enter].
- To access another program, key in the program number in the Screen Opt field and press [Enter].

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Audit Trail Of Leave Updates

Audit Trail Of Leave Updates is Program 09 on the TINO menu. This program lists changes made to an employee's leave record in TINO. **Note:** The Update By User-ID field only displays changes made in TINO by the user. Other updates do not appear in this program.

To select this program, at the TINO menu, key in **09** at the Please Enter Selection prompt and press [Enter]. The Audit Trail Of Leave Updates screen (**Figure 47**) is displayed.

To query a record, complete the fields as follows:

1 SSNO (required, numeric field; 9 positions). Key in the employee's social security number.

2 Agency (required, alphanumeric field; 2 positions). Key in the employee's agency code.

3 Screen Opt (conditional, numeric field; 2 positions). The program number 09 is system generated. Key in the next program number of the program you want to access.

4 Page (no-entry field). This field is system generated and requires no action.

Press [Enter].

All changes made to the employee's leave record(s) are listed in descending chronological order. The changes, however, are not available for viewing until after PAYE runs.

Data in this list includes the following:

- Update By User-ID
- On Date
- At Time
- For Description
- Old Data
- New Data
- To access another record, press [PF5], enter the social security number and agency code and press [Enter].
- To access another program, key in the program number in the Screen Opt field and press [Enter].
- To scroll backward to the previous page, press [PF7].
- To scroll forward to the next page, press [PF8].

TI009
DB: 85
SSNO:
AGENCY:
SCREEN OPT: 09

DATE: XX/XX/XX
PAGE: 0001

UPDATE BY	ON	AT	FOR	OLD DATA	NEW DATA
USER-ID	DATE	TIME	DESCRIPTION		

PLEASE ENTER SSNO AND AGENCY

----- RESPONSES -----
 ENTER = INQUIRE CLEAR = EXIT PF1 = MENU PF7 = BACKWARD PF8 = FORWARD
 PF5 = REFRESH/ENTER NEW SSNO

Figure 47. Audit Trail Of Leave Updates Screen

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TINQ Edit Messages

Description

Error With Audit–EP Store, Call Info Center
Error Reading Audit–EP Rec, Call Info Center
Error On Audit Record, (Audit–Element–Num), Call Info Center
Access Denied, Available Agency = ____
Security Denied Access
Security Denied Access, Check Agency
Not Employee Of Requested Agency
Error On Salary Duplicate, Call Info Center
Error On Audit Calc In Include, Call Info Center
SSNO Not On Data Base #1
SSNO Not On Data Base #2
No Fields Were Changed
Please Correct Highlighted Fields
Correct Highlighted Fields, Fraction Must = 00, 25, 50, 75
SSNO Must Be Numeric
DB Error On Salary Calc, Call Info Center
Ann–Sick–Lv Record Not Present, Call Info Center
Error On Find Ann–Sick–Lv, Call Info Center
Fraction Hours Must = 00, 25, 50, 75
Please Enter Numeric Task Number
Please Enter Your Selection
Error On Obtain Ann–Sick–Lv, Call Info Center
No AWOP Record, Key Data & Enter To Add
Error On Obtain AWOP, Call Info Center
No Susp–Lv Record, Key Data & Enter To Add
Error On Obtain Susp–Lv, Call Info Center
No Mil–Lv Record, Key Data & Enter To Add
Error On Obtain Mil–Lv, Call Info Center
Unable to Add Comp_Lv Record, Call Info Center,
Error On Obtain Comp–Lv, Call Info Center
No Home–Shore–Lv Record, Key Data & Enter To Add
Error On Obtain Home–Shore–Lv, Call Info Center
No Ann–Lv–Rest Record, Key Data & Enter To Add
Error On Obtain Ann–Lv–Rest–Lv, Call All Info Center
Ann–Lv Change Not Allowed; Separation & Lump Sum Paid; No Fields Updtd
Cannot Add Ann–Sick–Lv Record, Call Info Center
Ann–Sick–Lv Record Updated
Problem With Ann–Sick–Lv Modify, Call Info Center
Please Correct Highlighted Field, Fraction Must = 00, 25, 50, 75
Not Approved Leave Recipient, (TI–Annual–Leave–Accruals–YTD) Exceeds Max Yearly Accrual
Not Approved Leave Recipient, (TI–Sick–Leave–Accruals–YTD) Exceeds Max Yearly Accrual
(TI–Annual–Leave–Used–YTD), Exceeds Max Hours Of 2080
(TI–Sick–Leave–Used–YTD), Exceeds Max Hours of 2080
(TI–Credit–Hrs–Current–Bal), Exceeds 24 Hour Maximum
Access Denied, Available Agency = ‘XX’
Must Be 0, 1, Or 2
Leave Types Are A=AWOL, L=LWOP, S=Suspension
AWOP Record Updated

TINQ Edit Messages

Rate Records Balanced
AWOP Record Added
Unable To Add AWOP Record, Call Info Center
Invalid Month, Re-Enter
Invalid Year, Re-Enter
Invalid Day, Re-Enter
Unable To Obtain Owner Record, Call Info Center
Unable To Modify Owner Record, Call Info Center
Susp-Lv Record Updated
Problem With Susp-Lv Modify, Call Info Center
Susp-Lv Record Added
Unable To Add Susp-Lv Record, Call Info Center
Mil-Lv Record Updated
Problem With Mil-Lv Modify, Call Info Center
Mil-Lv Record Added
Unable To Add Mil-Lv Record, Call Info Center
Max Hours = 288 (Including Carryover Days), Please Re-Enter
Max Hours = 240 (Including Carryover Days), Please Re-Enter
Max Hours = 144 (Including Carryover Days), Please Re-Enter
Max Hours = 120 (Including Carryover Days), Please Re-Enter
(Military-Lv-Days-YTD-Reg) Exceeds 36 Day Maximum
(Military-Lv-Days-YTD-Reg) Exceeds 30 Day Maximum
(Military-Lv-Days-YTD-Reg) Exceeds 18 Day Maximum
(Military-Lv-Days-YTD-Reg) Exceeds 15 Day Maximum
(Military-Lv-Hrs-YTD-Emerg) Exceeds Maximum Allowed
(Military-Lv-Hrs-YTD-Emerg) Exceeds 176 Hr Maximum
(Military-Lv-Hrs-PP-Emerg) Exceeds 80 Hr Maximum
(Military-Leave-Carryover) Exceeds 18 Day Maximum
(Military-Leave-Carryover) Exceeds 15 Day Maximum
(Military-Lv-Days-Prior-Yr) Exceeds 18 Day Maximum
(Military-Lv-Days-Prior-Yr) Exceeds 15 Day Maximum
Comp-Oth-Rt Record Added
Comp-Lv And Comp-Oth-Rt Adjusted
Comp-Oth-Rt Record Updated
Comp-Lv Record Updated
Call Programmer, Database Error
Error On Obtain Comp-Lv, Call Info Center
Unable To Read Table-28, Call Info Center
Comp-Lv-Bal Exists Without Rate Recs, Add Rate Rec Or Press Enter To Balance
No Rate Records, Key In Data, Enter To Add
Current Comp-Lv Not In Balance, Press Enter If Balance Is Desired
Current Comp-Lv Not In Balance, Press Enter If Balance is Desired-1
Prior-1 Comp-Lv Not In Balance, Press Enter If Balance Desired
Prior-2 Comp-Lv Not In Balance, Press Enter If Balance Desired
***** Press Enter To Balance Rate Records *****
***** Press Enter To Balance Comp Leave *****
Press PF8 To See More Records Or PF5 To Enter New SSNO
No More Records, PF5 To Enter New SSNO

**Payroll/Personnel Manual
Time And Attendance Procedures
Time Inquiry – Leave Update System**

Title I
Chapter 7
Section 4

Appendix B
Page 3

TINQ Edit Messages

Cannot Modify This Record, Call Info Center
DB–Error On Comp–Oth–Rt Modify, Call Info Center
Neg Earned Not Allowed, Press Enter To Reduce Used–YTD
Record Has Been Balanced And Updated
DB–Error On Comp–Lv Modify, Call Info Center
Lost Currency
Press PF7/PF8 To Page Backwad/Forward
Numerics Only, Please Re-Enter
Maximum No. Of Rate Records, Call Info Center
Zero This Record And Enter Rate Record On Line Above
Current Calendar Year Rate Records Cannot Be Entered Until February
53 Rate Records Is The Maximum, Call Info Center
Please Enter Valid Year
Please Enter Valid PP
Please Enter Correct Rate
Ind Cannot Be Added To Existing Record, Add New Record
Enter “E” For Religious Earned. “T” For Religious Used
Indicator Must Be F, U, R, Or Space
Religious or Used Leave Must Be Current Year
Top Of Data Reached, Press PF5 To Enter New SSNO
PF7 To Return To Page 1 Or PF5 To Enter New SSNO
No More Pages For (SSNO), PF5 To Enter New SSNO
End Of Data, PF7 To Page Backward
Year Change Not Allowed, Create New Rate Record
Year Out Of Range, Call Info Center
Ind Must Be Space When Modifying Rcd
Negative Hours Not Allowed For Prior Years
Negatives Not Allowed, Reduce Comp–Oth–Rt Hours
Year In Error, Only Three Years Allowed
Must Enter Hours To Store Record
Negative Hours Not Allowed, Reduce Existing Record
Negative Hours Not Allowed
Invalid Pay Period, Please Correct
Maximum 2 Rate Records Per PP Per Year
Maximum 256 Hours Per PP Per Year
Negative Used Hours Not Allowed
Negative Used Or Balance Hours Not Allowed
Used Cannot Exceed Current Balance
Negative Used Or Balance Hours Not Allowed
Forfeited Hours Exceed Current Balance, Re-Enter
Forfeited Balance Less Than Hour Amount!
Hours Forfeited Exceed Available Balance
Problem With Comp–Oth–Rt Modify, Call Info Center
Unable To Add Comp–Oth–Rt Record, Call Info Center
DB–Error On Comp–Lv–1 Modify, Call Info Center
DB–Error On Ann–Sick–Lv Modify, Call Info Center
Negative Home–Lv–Current–Bal Not Allowed, Re-Enter Appropriate Field
45 Day Code Must = ‘Y’ Or ‘N’

TINQ Edit Messages

Negative Shore–Lv–Current–Bal Not Allowed, Re-Enter Appropriate Field
Home–Shore–Lv Record Updated
Problem With Home–Shore–Lv Modify, Call Info Center
Home–Shore–Lv Record Added
Unable To Add Home–Shore–Lv, Record Call Info Center
Max Hours = 360 For Newly Established Record
Error On Obtain Home–Shore–Lv, Call Info Center
To Exceed Max Hours To Be Restored, Enter “Yes” At Ind
Ann–Lv–Rest Record Updated
Problem With Ann–Lv–Rest Modify, Call Info Center
Ann–Lv–Rest Record Added
Unable To Add Ann–Lv–Rest Record, Call Info Center
Please Enter Year For Restored Hours
Cannot Restore Hours For Current Or Future Year
Cannot Restore Hours Past 3 Years
Duplicate Years Not Valid, Re-Enter
Please Enter Hours To Be Restored
Exceeds Max Hours Allowed, Re-Enter
Hours Exceed Max. If You Wish To, Mark Max Ind With Yes
(Ann–Lv–Restored–Forfeited) Exceeds Maximum Hours
Error On Obtain Ann–Lv–Rest, Call Info Center
Total–Time–Off Record Not Present, Must Be Established With 50 Documentation
Error On Find Total–Time–Off, Call Info Center
No Time–Off–Awards For This Employee
No More Records For This Employee
PF8 To See More Records
PF7 To Return To Page 1 Or PF5 To Enter New SSNO
No More Pages For (SSNO), Press PF5 To Enter New SSNO
Problem With Time–Off–Award Modify, Call Info Center
Problem With Total–Time–Off Modify, Call Info Center
Award Hours Have Been Used
Negatives Not Allowed
Award Time Has Expired1
Award Time Has Expired2
Used Hours Exceed Available Hours
Please Use Balance Of Previous Award
No Fields Changed
Please Enter SSNO And Agency

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